

**AGENDA  
TOLLAND TOWN COUNCIL**

**HYBRID MEETING  
6<sup>TH</sup> FLOOR COUNCIL CHAMBERS OR ZOOM**

**JULY 12, 2022 – 7:00 P.M.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **MOMENT OF SILENCE**
4. **PROCLAMATIONS/PRESENTATIONS**
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (2 minute limit)*
6. **PUBLIC HEARING ITEMS**
  - 6.1 Consideration of a resolution appropriating \$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL**
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS**
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
  - 8.1 Consideration of a resolution to authorize the Tolland Little League to have two scoreboards installed at River Park.
  - 8.2 Consideration of a resolution to authorize the Town Manager to submit a STEAP application to the Office of Policy and Management.
  - 8.3 Consideration of a resolution to declare various equipment in disrepair or obsolete from the Board of Education.
  - 8.4 Consideration and action on approving the Administrative Secretary II Human Services (Senior Center) Job Description.
  - 8.5 Consideration and action on a resolution appointing Town Manager, Brian Foley to the Board of Directors of the Eastern Highlands Health District to fulfill a term of service through May 2024.
  - 8.6 Consideration of a resolution authorizing Brian J. Foley, Town Manager, to execute a Memorandum of Agreement with the State of Connecticut, Department of Emergency Services and Public

Protection, for participation in the Homeland Security Grant Program. This action modifies language in Resolution #21-45 by updating the Town Manager's name to reflect Brian J. Foley's appointment.

8.7 Appointments to vacancies on various municipal boards/commissions.

- 8.7a. Appointment to the ARPA Subcommittee
- 8.7b. Appointment to the Delinquent Tax Collection Enforcement
- 8.7c. Appointment to the Land Acquisition Advisory Committee
- 8.7d. Appointment to the Tolland Housing Authority
- 8.7e. Appointment to the Tolland Mental Health and Substance Use Advisory Task Force
- 8.7f. Reappointment to the Land Acquisition Advisory Committee

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.

10. **REPORT OF THE TOWN MANAGER**

11. **ADOPTION OF MINUTES**

- 11.1 June 1, 2022 Special Meeting Minutes
- 11.2 June 9, 2022 Special Meeting Minutes
- 11.3 June 14, 2022 Regular Meeting Minutes
- 11.4 June 29, 2022 Special Meeting Minutes

12. **CORRESPONDENCE TO COUNCIL**

13. **CHAIRPERSON'S REPORT**

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

15. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council)*  
*(3 minute limit)*

16. **ADJOURNMENT**

To Join the Zoom Meeting, either click:

<https://us02web.zoom.us/j/88214761288?pwd=cVBja0pOUUVYRXRxWEN4eW9rb2RRUT09>

Or call: 1-646-876-9923 and input:

Meeting ID: 882 1476 1288

Password: 07122022

*To view agenda item attachments, you may visit:*

<https://www.tolland.org/town-council>

*Any party needing an accommodation may contact the Town Manager's Office at (860) 871-3600*

*The Town of Tolland is an Affirmative Action/Equal Opportunity Employer*

## Agenda Item #6.1 – Public Hearing

### AGENDA ITEM BACKGROUND

**ITEM:** Consideration of a resolution appropriating \$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations.

**FOR COUNCIL MEETING OF:** July 12, 2022

**ITEM SUMMARY:** This agenda item is required to be heard at Public Hearing for capital projects that together total \$1,197,366. The debt issuance for each project will be reduced by any existing allocated funds, donations or grant proceeds as they relate to the projects. The projects include:

- Appropriating \$750,000 for the purchase of a fire rescue truck ET 540
- Appropriating \$140,000 for resurfacing a track at Tolland Middle School
- Appropriating \$115,488 for a 16' lawn mower
- Appropriating \$191,878 for ADA walkway improvements at Cross Farms Park
- The Town Council voted on June 14, 2022 to set tonight's public hearing.

**FINANCIAL SUMMARY:** As proposed in the CIP Plan for FY 2022-23 and approved by public budget referendum.

**TOWN ATTORNEY REVIEW:** Bond Counsel prepared the resolution and provided an opinion on the Town Charter for Council approval on these projects.

**COUNCIL ACTION DESIRED:** Consideration of the resolution.

**SUPPORTING MATERIALS:**

- Copy of Legal Notice
- Full Text Resolution
- Draft Resolution

NOTICE OF  
PUBLIC HEARING

TOWN OF TOLLAND, CONNECTICUT  
JULY 12, 2022

Notice is hereby given that the Town Council of the Town of Tolland, Connecticut, will hold a Public Hearing on Tuesday, July 12, 2022 at 7:00 p.m. for the following purposes:

To hear comments on the following item:

1. Consideration and action concerning a resolution to: (a) appropriate \$750,000 for acquisition of a fire rescue truck, appropriate \$140,000 for resurfacing of track at Tolland Middle School, appropriate \$115,488 for acquisition of a lawn mower, and appropriate \$191,878 for the construction of an ADA-compliant walkway at Cross Farms Recreation Center; and (b) authorize the Town to issue and sell its notes and bonds pursuant to the Connecticut General Statutes, or any other provision of the law thereto enabling, in an amount not to exceed \$1,197,366.

The full text of the foregoing authorizing resolution is on file and open to inspection at the office of the Town Clerk, Town Hall, Tolland, Connecticut for the use or inspection of any interested person.

Dated at Tolland, Connecticut, this 28th day of June, 2022.

A handwritten signature in black ink, appearing to be 'B. J.', is written over a horizontal line.

Town Manager  
Tolland, Connecticut

## TOWN OF TOLLAND

### TOWN COUNCIL

**RESOLUTION APPROPRIATING \$750,000 FOR  
PURCHASE OF FIRE RESCUE TRUCK, APPROPRIATING  
\$140,000 FOR RESURFACING OF TRACK,  
APPROPRIATING \$115,488 FOR LAWN MOWER  
ACQUISITION AND APPROPRIATING \$191,878 FOR ADA  
WALKWAY IMPROVEMENTS, AND AUTHORIZING THE  
ISSUANCE OF UP TO \$1,197,366 BONDS AND NOTES TO  
FINANCE THE APPROPRIATIONS**

RESOLVED, (1) That the Town of Tolland (the "Town") appropriate (i) the sum of \$750,000 for the cost of purchasing a fire rescue truck (the "Fire Truck Acquisition"), (ii) the sum of \$140,000 for the cost of the resurfacing of the track located at the Tolland Middle School (the "Track Resurfacing Project"), (iii) the sum of \$115,488 for the cost of purchasing one (1) 16' Toro lawn mower (the "Lawn Mower Acquisition"), and (iv) the sum of \$191,878 for the cost of construction of an ADA-compliant walkway to provide access from the parking lot to the upper athletic fields located at the Cross Farms Recreation Center (the "Walkway Project," together with the Fire Truck Acquisition, the Track Resurfacing Project and the Lawn Mower Acquisition, collectively, the "Projects"). The appropriations may be spent for design, manufacture and construction costs, equipment, materials, the preparation of bid documents and other preliminary materials, site improvements, architects' fees, engineering fees, legal fees, net interest on borrowings, costs of issuance, and other financing costs, and other expenses related to the Projects or their financing. The Town Council is authorized to determine the scope and particulars of the Projects. The Town Council may reduce or modify the scope of the Projects if funds are insufficient to complete all of the Projects, and the appropriations authorized hereby may be spent on the Projects as so reduced or modified. The Town Council may reallocate the appropriations among the Projects so long as the aggregate amount of the appropriations is not increased.

(2) That to finance said appropriation for the Projects, the Town issue bonds or notes in an amount not to exceed \$1,197,366 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said Projects). The bonds or notes shall be issued pursuant to the Charter of the Town, Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Projects or the receipt of grants for the Projects. The amount of the notes outstanding at any time shall not exceed \$1,197,366. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the “Officials”) be authorized to sign said bonds or notes of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a municipal advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Projects. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Council shall approve any contracts with engineers, contractors, architects and other persons for the Projects.

(9) That the Town Manager is hereby authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriations for the Projects, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut.

(10) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Projects consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor:

Opposed:

I, Lisa A. Pascuzzi, the duly elected and qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on July 12, 2022 authorizing an appropriation of \$750,000 for the acquisition of a fire rescue truck, an appropriation of \$140,000 for resurfacing of the track at Tolland Middle School, an appropriation of \$115,488 for the acquisition of a lawn mower, and an appropriation of \$191,878 for the construction of an ADA-compliant walkway at Cross Farms Recreation Center, and to finance such appropriations authorizing the issuance of bonds or notes in an aggregate principal amount not to exceed \$1,197,366; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; \_\_\_\_\_ members were present at said meeting; a roll call vote was taken and \_\_\_\_\_ members voted in favor of said Resolution and \_\_\_\_\_ members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this \_\_\_\_ day of July, 2022.

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Lisa A. Pascuzzi  
Clerk  
Town Council  
Tolland, Connecticut

### Agenda Item #6.1 – Public Hearing

Consideration of a resolution appropriating \$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations.

**MOTION** that the following resolution has been introduced and set down for a public hearing on July 12, 2022 at 7:00 p.m. via a Hybrid Meeting in the 6<sup>th</sup> Floor Town Council Chambers:

### **DRAFT RESOLUTION**

**BE IT RESOLVED**, by the Tolland Town Council that it hereby appropriates as follows:

\$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations. A copy of the full text of the resolution is recorded following these meeting minutes.

Approved by the Tolland Town Council on \_\_\_\_\_, 2022.

Agenda Item #8.1

**AGENDA ITEM BACKGROUND**

**ITEM:** Consideration of a resolution to authorize the Tolland Little League to have two scoreboards installed at River Park.

**FOR COUNCIL MEETING OF:** July 12, 2022

**ITEM SUMMARY:** The Tolland Little League Organization would like to install two new scoreboards at the baseball fields at River Park. These fields are used during the spring, summer, and fall seasons. The addition of the scoreboards would be an excellent enhancement to the fields.

**FINANCIAL SUMMARY:** Tolland Little League will be paying for the scoreboards and the installation of the scoreboards at River Park (461 South River Road). The Town of Tolland would be responsible for the hook up charge of the meter box by Eversource in the amount of \$1,600.00.

**TOWN ATTORNEY REVIEW:** N/A.

**COUNCIL ACTION DESIRED:** Consideration of the resolution.

**SUPPORTING MATERIALS:**

- Memo dated June 22, 2022 from Recreation Director Bruce Watt
- Scoreboard specifications
- Draft Resolution

# memo

## Tolland Recreation Department

To: Brian Foley, Town Manager  
Tolland Town Council

CC: Lisa Hancock, Director of Finance  
Scott Lappen, Director of Public Works

From: Bruce Watt, Director of Recreation & Adult Education

Date: 6/22/2022

Re: Installation of Scoreboards at River Park Little League Field  
461 South River Road

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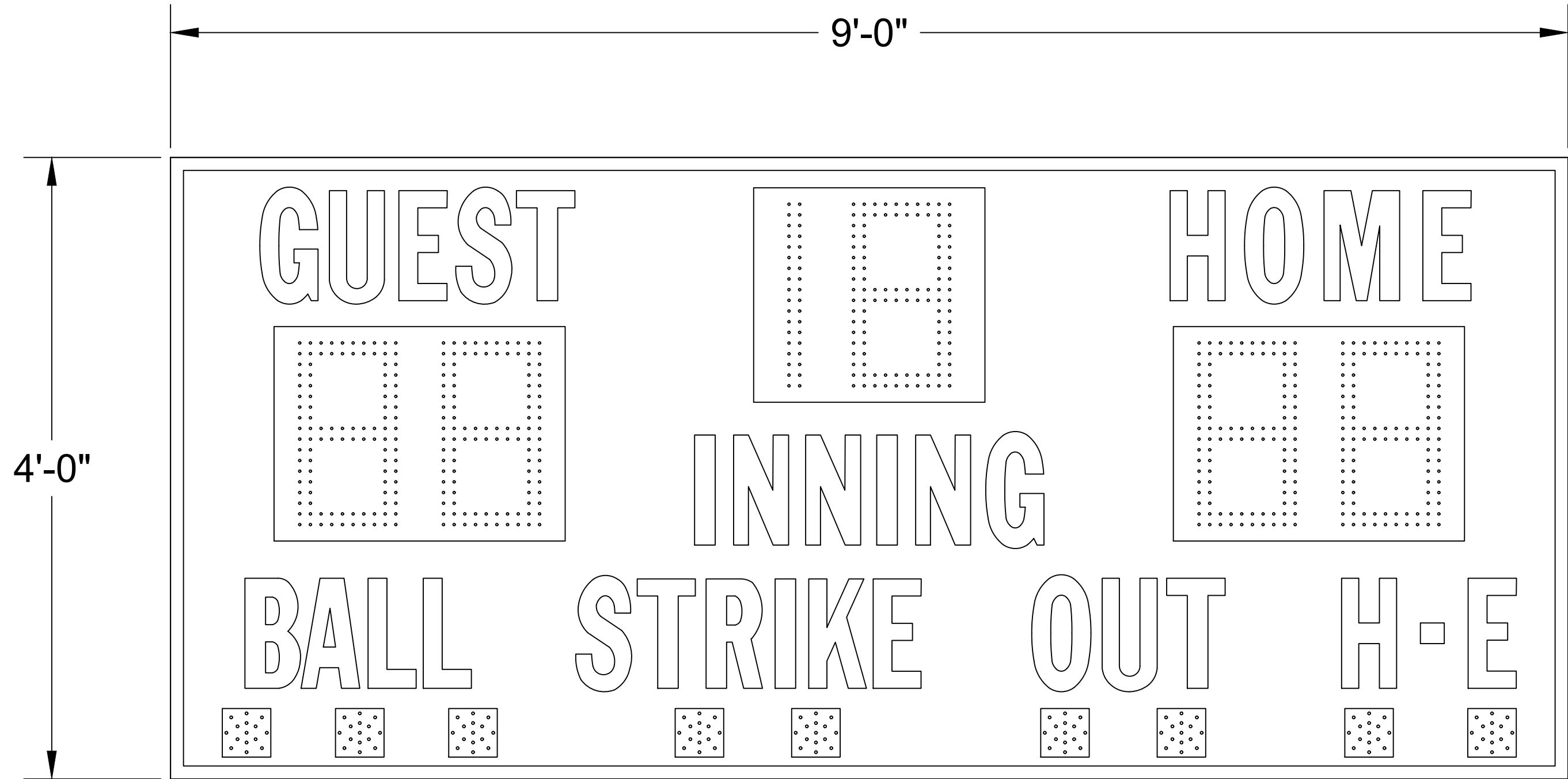
### Background Information:

#### **Little League Fields, 461 South River Road:**

The Tolland Little League Organization would like to install two new scoreboards at the baseball fields at River Park. These fields are used during the spring, summer, and fall seasons.

Tolland Little League will be paying for the purchase and installation of the scoreboards at River Park (461 South River Road). If approved, the Town of Tolland will be responsible for the electricity connection charge of the meter box by Eversource in the amount of \$1,600.00.

Currently, River Park does not have any scoreboards. I believe the addition of the new scoreboards would be an excellent enhancement to the fields, and beneficial to the teams and the visitors to the games.



BA-7109-2

**BA-7109-2**

SIZE: 9'-0"L X 4'-0"H X 10"D

POWER: 120 VAC, 60 Hz., 1-PHASE  
84 WATTS.

120 VAC AT THE CONTROL LOCATION.

CONTROL CONSOLE: MP-70 SERIES CONTROLLER.  
CONTROL CABLE: 22GA 2-WIRE SHIELDED.  
(IF WIRELESS ORDERED, CABLE NOT REQ'D.)

LEDs: AMBER LED.

OPTIONS: LIGHTNING DAMAGE REDUCTION UNIT.

WIRELESS MP-70 CONTROL OPERATION.

ACTUAL WEIGHT: 114 LBS.

GENERAL NOTES:  
\* REFERENCE 01-0500-01 FOR INSTALLATION NOTES.  
\* POWER REQUIREMENTS ARE VALID FOR 90 DAYS AFTER THE ORIGINAL  
RELEASE OR BY THE MOST RECENT REVISION OF THE DRAWING.

**FAIR-PLAY**

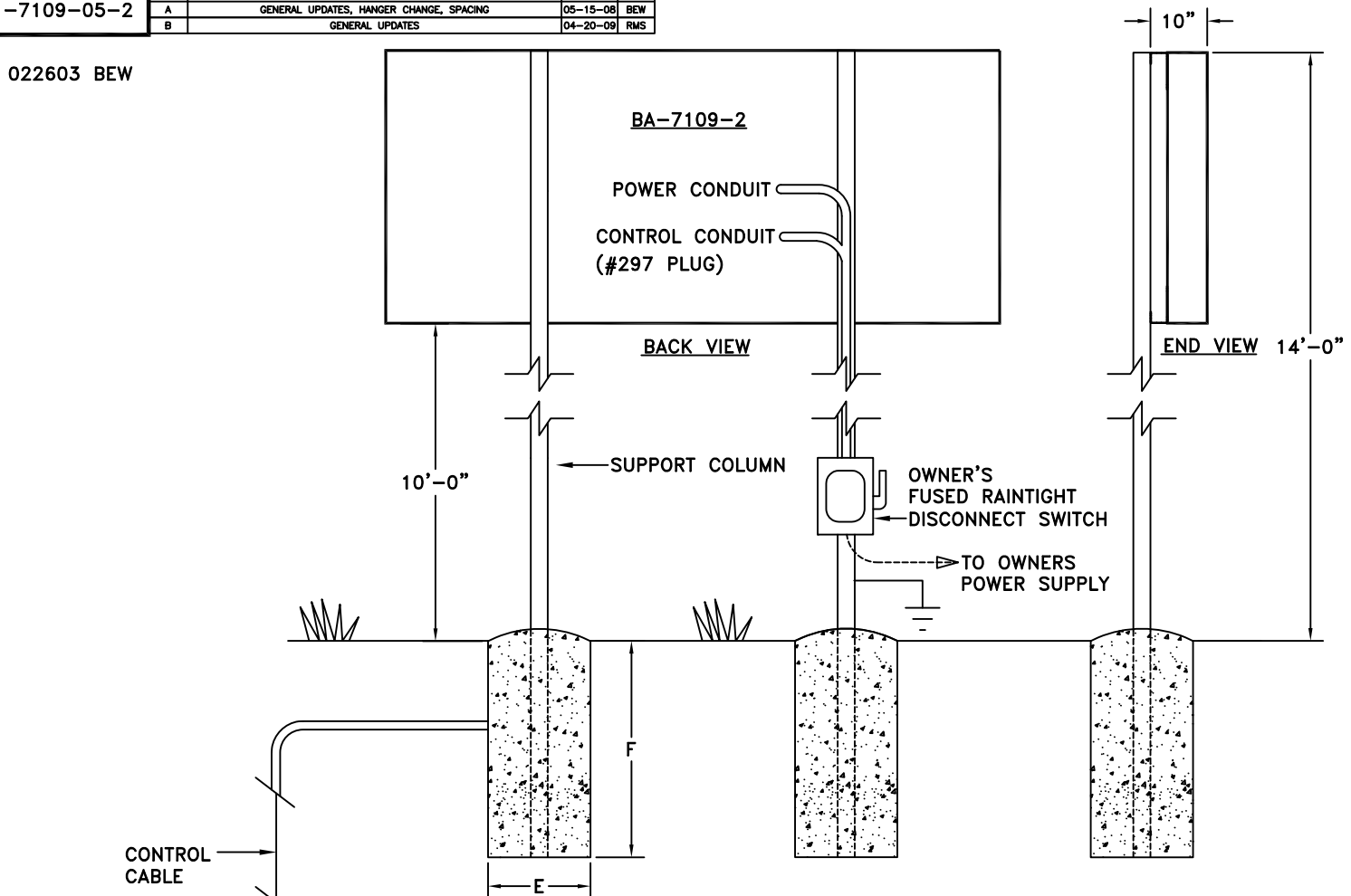
6110 AVIATOR DRIVE  
HAZELWOOD, MO 63042  
fair-play.com

D	GENERAL UPDATES, FORMAT	01-22-18	BEW
C	GENERAL UPDATES, POWER NOTE	02-02-12	BEW
B	GENERAL UPDATES	03-24-11	BEW
A	GENERAL UPDATES	09-11-07	BEW
OR	ORIGINAL RELEASE	02-02-03	BEW
REV.#	CHANGE	DATE	BY

PROJECT NAME:		REF. #:	
THIS DOCUMENT CONTAINS TRANS-LUX PROPRIETARY INFORMATION. ANY DISCLOSURE, USE OR DUPLICATION OF THE DOCUMENT OR OF ANY INFORMATION CONTAINED THEREIN FOR OTHER THAN THE SPECIFIC PURPOSE FOR WHICH IT WAS DISCLOSED IS EXPRESSLY PROHIBITED, EXCEPT AS MAY BE OTHERWISE AGREED TO IN WRITING. COPYRIGHT 2017.			
TITLE  FACE VIEW FOR  BA-7109-2	DRAWN BY BEW	B	MODEL:  BA-7109-2
	DATE 02-26-03		DWG. NO.  01-7109-05-1
	SCALE 3/4"=1'-0"		

REV.#	CHANGE	DATE	BY
A	GENERAL UPDATES, HANGER CHANGE, SPACING	05-15-08	BEW
B	GENERAL UPDATES	04-20-09	RMS

022603 BEW

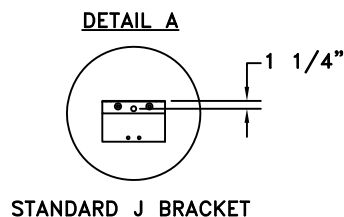
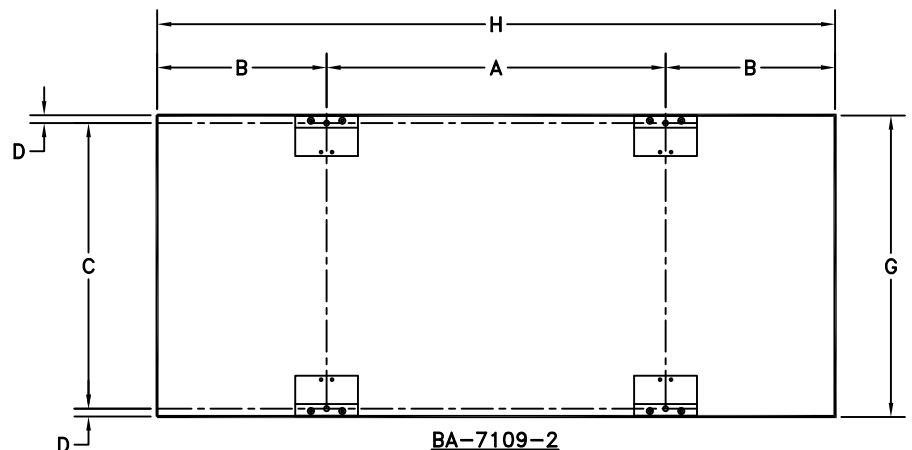


COLUMNS AND FOOTINGS SHOWN HERE, PROVIDED BY OTHERS, ARE SIZED TO COMPLY WITH IBC 2006 90 MPH EXPOSURE B REQUIREMENTS. THE MANUFACTURED PRODUCT EXCEEDS THE REQUIREMENTS OF IBC 2006 90 MPH EXPOSURE B AS MOUNTED IN THIS DRAWING. SOIL- AVERAGE WITH ALLOWABLE STRESSES OF 2500 psf. DESIGN SHOULD BE ALTERED FOR DIFFERENT SOIL CONDITIONS, CLEARANCE, OR LOCAL CODES. FAIR-PLAY ASSUMES NO RESPONSIBILITIES FOR INSTALLATIONS DONE BY OTHERS.

CONTROL CABLES- SUGGEST 3/4" CONDUIT BE USED FOR BURIED CABLE IN AREAS WHERE IT MAY BE SUBJECT TO MECHANICAL DAMAGE. POWER WIRES SHOULD BE ROUTED IN SEPARATE CONDUIT FROM CONTROL CABLE.

INSTALLATION DRAWING SHOULD BE REVIEWED BY A LICENSED PROFESSIONAL ENGINEER IN YOUR AREA PRIOR TO CONSTRUCTION.

REFERENCE 01-0500-01 FOR INSTALLATION NOTES.



DIMENSIONS BA-7109-2

A	B	C	D	E	F	G	H	COLUMNS	POWER
4'-6"	2'-3"	3'-9 1/2"	1 1/4"	2'-6"	5'-0"	4'-0"	9'-0"	W8 x 18.3	REFERENCE 01-7109-05-1

### CAPTIONS (H" x W")

HOME	9" x 24"
GUEST	9" x 25"
INNING	9" x 27"
BALL	9" x 18"
STRIKE	9" x 28"
OUT	9" x 15"
R, H, E	9" x 14"

### DIGIT SIZES (H")

TEAM SCORES	15"
INNING	15"
BALL SPOT	3.5"
H/E SPOT	3.5"
OUT SPOT	3.5"
STRIKE SPOT	3.5"

### MODEL: BA-7109-2



### DIMENSIONS

Height	Length	Depth	Weight
4'-0"	9'-0"	10"	114 lbs.

### STANDARD EQUIPMENT

- Super-bright, wide-angle amber LED's
- 4-level control console display brightness adjustment
- 5-year limited warranty
- Easy access built-in service points
- Quality engineered water resistant aluminum
- Complete, secure and durable display mounting
- Built-in lightning suppressor (for standard data direct wire only)
- Request a free project design renderings
- Help Desk Support
- USA Factory authorized national and local sales, service and installation

### OPTIONAL EQUIPMENT

- Full-color electronic message displays
- Integrated scoring and display systems
- Illuminated, non-illuminated identification and sponsorship signage
- Personalized vinyl home team name
- Scoreboard caption color (other than white)
- Custom, unique signage options
- Scoreboard control carrying case
- Truss and decorative steel systems
- Power lighting protector

Please see Color Chart PDF for all scoreboard color options.

UV resistant custom paint & vinyl trim colors available.

### ELECTRICAL

Voltage	Hertz	Watts	AMPS	Phase	Wiring	Circuits Required	Safety Listing	Scoreboard Display	Control Console
120 VAC	60	84	1	1	2-Wire + ground	1	ETL/CETL	-22° to 131° F	-30° to 55° C

### OPERATING TEMPERATURES

All weights and measures are approximate. To confirm specifications please contact your local Fair-Play representative.

### For applicable models, consult with a sales representative on the following:

- Choice of Fair-Play's scorekeeper approved score systems
- Electronic Team Names
- Rear-illuminated scoreboard captions or scoreboard sport-conversion captions (electronic)
- Changeable scoreboard game captions — electronic available, operated via control
- Pitch Speed or Pitch Count Display Systems

Agenda Item #8.1

Consideration of a resolution to authorize the Tolland Little League to have two scoreboards installed at River Park.

**DRAFT RESOLUTION**

**WHEREAS**, the Tolland Little League would like to install two new scoreboards at River Park, 461 South River Road.

**WHEREAS**, the primary funding for the project will be provided by the Tolland Little League at River Park, located at 461 South River Road.

**WHEREAS**, that Brian J. Foley, the Town Manager, authorizes the project to proceed on behalf of the Town of Tolland. Brian J. Foley currently holds the Town Manager position and has held that office since June 27, 2022.

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the Tolland Little League to have two scoreboards installed at River Park.

Approved by the Tolland Town Council on \_\_\_\_\_, 2022.

Agenda Item #8.2

**AGENDA ITEM BACKGROUND**

**ITEM:** Consideration of a resolution to authorize the Town Manager to submit a STEAP application to the Office of Policy and Management.

**FOR COUNCIL MEETING OF:** July 12, 2022

**ITEM SUMMARY:** The Office of Policy and Management will be accepting applications for funding under the Small Town Economic Assistance Program (STEAP) for fiscal year 2022. Applications may be submitted anytime but must be received no later than August 15, 2022 at 5:00 PM.

Projects eligible for STEAP funds include:

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreation and solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Housing projects;
- Pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

Per the Office of Policy and Management 2022 STEAP Guidelines, while a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost. Preference for awards will be given to those projects that are shovel-ready, to ensure that the grantee will be able to spend down their grant funds within the defined term of the award. Grants awarded will have a four (4) year term and may be considered for a one (1) year extension to the grant end date. No grant shall have a term longer than five (5) years.

It is the recommendation of Town staff to file an application for STEAP grant funds in the amount of \$500,000 for the renovation and replacement of the community tennis courts at Crandall Park, located at 120 Cider Mill Road and 120 Old Cathole Road North, which abuts the Tolland High School property.

**FINANCIAL SUMMARY:** Municipalities are eligible to receive up to \$500,000. A 20% match is preferred; however, match expenditures can be those allowable project-related

expenditures which were incurred before or during the grant contract period. The Town intends to use \$82,000 allocated in the FY 2022-2023 Capital Improvement Plan for crack repair/resurfacing of the tennis courts at 120 Old Cathole Road North as its municipal match of 16.4% toward the total project cost.

**TOWN ATTORNEY REVIEW:** N/A.

**COUNCIL ACTION DESIRED:** Consideration of the resolution.

**SUPPORTING MATERIALS:**

- Memo dated June 16, 2022 from Recreation Director Bruce Watt
- Renovation & Replacement of Community Tennis Courts slideshow
- Draft Resolution

# memo

## Tolland Recreation Department

To: Brian Foley, Town Manager  
Tolland Town Council

CC: Lisa Hancock, Director of Finance  
Scott Lappen, Director of Public Works

From: Bruce Watt, Director of Recreation & Adult Education

Date: 6/16/2022

Re: Repair and Replacement of Community Tennis Courts  
At 120 Old Cathole Road and 120 Cider Mill Road

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### Background Information:

#### **120 Old Cathole Road Tennis Courts:**

The six (6) tennis courts at 120 Old Cathole Road were rebuilt in approximately 2007/2008. The courts are used seasonally from April to October by many area groups including the Tolland High School boys and girls Tennis teams, who use the courts for all practices and games. The courts are also used by the Tolland Recreation Department for Tennis Clinic programs and by Tolland residents for recreational play. The Recreation Department estimates that there are hundreds of users of these courts annually.

The courts have reached the end of their useful life and are in need of repair, largely due to continual exposure to the elements and an expanded usage during the COVID-19 pandemic. There are numerous cracks in the surface of the courts as well as low spots which need patching. The center strap anchors also need repair. It is recommended that all of the courts be resurfaced simultaneously to correct these issues. Once the courts are prepped, patched and repaired, they will be repainted and restriped.

#### **Crandall Park Tennis Courts - 120 Cider Mill Road:**

The three (3) tennis courts located at Crandall Park were built in the late 1980's to early 1990's. Records indicate that these courts have been resurfaced at least three times; in 2003, 2007, and 2016. During the 2016 resurfacing project, Pickleball lines were added. The courts are used seasonally by the Tolland Recreation Department for Tennis clinic programming and by Tolland residents for recreational play. Recently, while examining the option to have these courts resurfaced, it was determined that the asphalt slab will need to be replaced. Additionally, the courts exhibit large cracks that run the perimeter and throughout the playing area of the courts. Repairs are needed primarily due to continual exposure to the elements and an expanded usage of the courts during the COVID-19 pandemic. The tennis industry states that if a hard court is properly maintained, its average useful-life expectancy is approximately 25 years.

It is my hope that the Town will pursue outside funding sources to address the repair of these courts as soon as possible.

# Renovation & Replacement of Community Tennis Courts

120 Old Cathole Road North  
120 Cider Mill Road



Town of *Tolland*  
CONNECTICUT

# Old Cathole Road - North

- 6 courts
- Utilized by:
  - High School Boys Tennis team
  - High School Girls Tennis team
  - Recreation Dept. Programs
  - Public

*Image credit  
Google Earth*



Town of *Tolland*  
CONNECTICUT

# Current Conditions

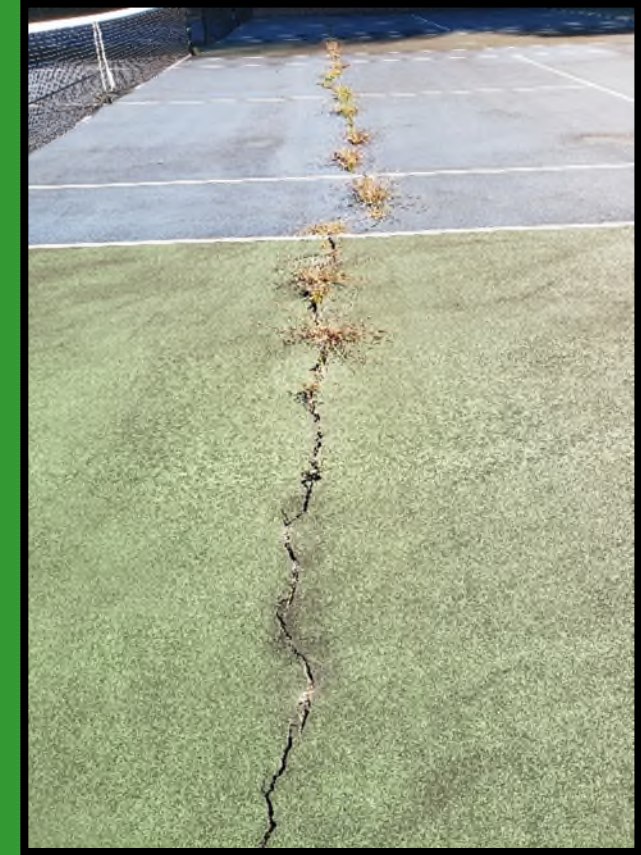
Pervasive cracking within play area



Netting anchor strap not secure



Pervasive cracking and grass growth that prohibit play



# Cider Mill Road Crandall Park

- 3 courts
- Utilized by:
  - Recreation Dept. Programs
  - Public

*Image credit  
Google Earth*



Town of *Tolland*  
CONNECTICUT

# Current Conditions

Pervasive cracking around perimeter and within play area



Asphalt Slab needs to be replaced

Large cracks prohibit play and pose as a hazard



Town of *Tolland*  
CONNECTICUT

Agenda Item # 8.2

Consideration of a resolution to authorize the Town Manager to submit a STEAP application to the Office of Policy and Management.

**DRAFT RESOLUTION**

**WHEREAS**, the Office of Policy and Management is accepting applications for funding under the 2022 Small Town Economic Assistance Program (STEAP) and the Town of Tolland is an eligible community; and,

**WHEREAS**, the Town of Tolland project is consistent with the State Plan of Conservation and Development and the Tolland Plan of Conservation and Development,

**AND FURTHERMORE**, STEAP funds can only be used/or Municipal capital projects; the Town of Tolland will submit an application for the renovation and replacement of the community tennis courts at Crandall Park, located at 64 Cider Mill Road and 120 Old Cathole Road North, which abuts the Tolland High School property.

**BE IT RESOLVED** that Brian J. Foley, the Town Manager, is duly authorized to enter into and sign said application on behalf of the Town of Tolland. Brian J. Foley currently holds the Town Manager position and has held that office since June 27, 2022.

The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions and revisions thereto to obtain said 2022 STEAP Grant with the State of Connecticut for the rehabilitation of the community tennis courts at Crandall Park, located at 64 Cider Mill Road and 120 Old Cathole Road North, which abuts the Tolland High School property.

Approved by the Tolland Town Council on \_\_\_\_\_, 2022.

### Agenda Item #8.3

#### **AGENDA ITEM BACKGROUND**

**ITEM:** Consideration of a resolution to declare various equipment in disrepair or obsolete from the Board of Education.

**FOR COUNCIL MEETING OF:** July 12, 2022

**ITEM SUMMARY:** The Board of Education has equipment that is in disrepair or obsolete. The list of equipment is attached. It is most likely that these items will be declared obsolete. The equipment will be disposed of by the Board of Education.

**FINANCIAL SUMMARY:** The equipment is recommended for disposal in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/ Materials.

**TOWN ATTORNEY REVIEW:** N/A

**COUNCIL ACTION DESIRED:** Consideration of the resolution.

**SUPPORTING MATERIALS:**

- June 28, 2022 Board of Education Memo including list of equipment
- Draft Resolution



## TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN • TOLLAND, CONNECTICUT 06084  
860-870-6850 • FAX: 860-870-7737

OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS

**Walter Willett, Ph.D.**  
Superintendent

June 28, 2022

Town of Tolland  
Brian Foley  
21 Tolland Green  
Tolland, CT 06084

**RE: Obsolete and Surplus Equipment**

Dear Brian,

At the June 22, 2022, Board of Education meeting the board made the following motion on obsolete and surplus equipment.

*Mr. Marie motioned to declare the attached items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040.*

*Mr. Regisford seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously*

Sincerely,

Walter Willett  
Superintendent of Schools

WW;jp

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Obsolete and Surplus Equipment

**ITEM SUBMITTED BY:** Walter Willett, Ph.D., Superintendent

**FOR BOE MEETING:** June 22, 2022

**ITEM SUMMARY:** The Administration requests that the Board of Education declare the below items as obsolete and turn the items over to the Town Council in accordance with Board of Education Policy 3040, Disposal of Obsolete, or Surplus Equipment/Materials.

**BOARD ATTORNEY REVIEW:** N/A

**BOE ACTION DESIRED:** Proposed Motion: *Motion to declare the below items as obsolete and turn the items over to the Town in accordance with the Board of Education Policy 3040*

**SUPPORTING MATERIALS/INFORMATION:**

**TMS**

36 student books and 1 teacher copy

Name of the book -The Language of Literature

Age of books-10-15 years

Reason of discard-no longer use, not part of our curriculum, have not used in years

Common Core Progress Monitor / Student Benchmark Assessments

30 copies

8 - 10 years

Not part of our curriculum - Not used in years

Common Core Progress Workbook

26 copies

8 - 10 years

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**Facilities**

Assorted Unused machine scrubbing pads from old BGP

Inventory:

20" Natural Burnish Pads-Hillyard46020- 4 pieces

20" Yellow pads-15 pieces

20" Hair Pads- 4 pieces

20" Scotch Brite Blue Cleaner Pad- 10 pieces

17" Red Buffing Pad Hillyard 42217-15 pieces

14" 3M 7300 black pads- 48 pieces

14" ACS Red Buffing pads-26 pieces

14" 3M 5300 blue cleaner pad- 15 pieces

13" 3M 7200 black stripper pads- 30 pieces

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**Food Service**

**TMS**

Veryfine Beverage Cooler

Model GDM-26

**Mark Ruede-Science**

Apollo Multimedia Projector- Model QE-400- Serial # 97100079  
Apollo Projector in carrying case- Model- QE465- Serial # A810935S0ADCA1033  
CTX EZPro Projector in carrying case- Model- EZPro 550- Serial # B803019S0ABCR1505  
50+ Gallon Aquarium  
Aeroshot- Waterless Food Warmer with Sectional Infinite Switch Controls  
Sharp Microwave- Model # R-7350- Serial # 12580  
Sylvania TV on cart- Model # SST4272- Serial # V04362889  
Digiscope- Model DS-300- Item # SB020254  
3M 1800 Series Projector- Model- 120 V~- Serial # 80081686  
Sylvania Radio- Model SRC 236  
Southwestern Bell Freedom Phone w/ Chargers- Qty 4  
Pasco PASPort Explorer- Model PS 2000- Qty 13  
Pasco Spark Element w/ Chargers and Airlinks- Model Mini Mill V2- Qty 20

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**THS**

Jessica Fontaine -The ProFinish Laminating and Mounting System by Varitronics has been discontinued so the company no longer makes supplies for it. There is no model number or serial number on it that I can see.

Ruth Leary - Calculators - Scientific and Graphing. We have about 50 that have stopped working, have cracked screens or other maladies. It is a variety of models.

---

**IT-Adam Sher**

**(see attached spreadsheet)**

Qty	Make	Model	Serial	Reason
1	HP	Chromebook 11 G8 EE	5CD039GLM7	Obsolete - Not worth repairing
1	Apple	Ipad Air 2	DMPPR17FG5VY	Obsolete - Broken
1	Lenovo	11e Chromebook	0azxx3	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	0a9zvc	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	03xqju	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	oa9zwl	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20J00000USLR0AZXWD	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20J00000USLR0AZY02	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20J00000USLR0AYSR7	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	oayslp	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20J00000USLR0AZXVX	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20J00000USLR0AYSMG	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20GF0003USLR099QWN	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20J00000USLR0A9ZXB	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	0a9g0c	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20DU0009USLR03XSY7	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20DU0009USLR04N85T	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20J00000USLR0AZXWN	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	03xtol	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	08zn7g	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	p20456p	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	p203c11b	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20GF0001USLR05ZMUM	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05zms3	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	1S20DU0009USLR04N888	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05zmu2	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	092zny	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	050yuc	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	100e laptop	YD04K4NK	Obsolete
1	Lenovo	100e laptop	YD03TZFN	Obsolete
1	Lenovo	100e laptop	YD03TZ7V	Obsolete
1	Lenovo	100e laptop	YD03TZNQ	Obsolete
1	Lenovo	Thinkpad 11e laptop	yd03tzar	Obsolete
1	Lenovo	Thinkpad 11e laptop	yd02nr8y	Obsolete
1	Lenovo	Thinkpad 11e laptop	yd03tz4t	Obsolete
1	Lenovo	Thinkpad 11e laptop	Yd02mlul	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4XV	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4TY	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4VE	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4TR	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4WB	Obsolete

1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4ZK	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4UA	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4W5	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05G8KC	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4W7	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4W4	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4WF	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4U6	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4XK	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05G8KA	Obsolete
1	Lenovo	Thinkpad 11e laptop	1S20GB000NUSLR05F4V5	Obsolete
1	Lenovo	11e Chromebook	08znbt	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	hy3a91md121307k	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	HY3a91kd119410v	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	08znbs	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	03xt21	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	0A9nk4	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	0a4n86s	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	hy3a91kd119260r	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	04n867	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	050y0j	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	0449wt	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	044ktu	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	093fmn	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	04n7zx	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05zm19	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	03xnc4	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	04n856	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	03xsyu	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	08zna6	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	04n887	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05rh8d	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05zmx f	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05rh8g	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05rhc5	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05zmv c	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	05rgu6	Obsolete - Cannot receive software updates - Stripped for Parts
1	Lenovo	11e Chromebook	08znco	Obsolete - Cannot receive software updates - Stripped for Parts
	Lenovo	11e Chromebook	1S20J00000USLR0AZXZ5	Obsolete - Cannot receive software updates
	Lenovo	11e Chromebook	1S20GF0001USLR05ZMV1	Obsolete - Cannot receive software updates
	Lenovo	11e Chromebook	1S20GF0001USLR05ZMZL	Obsolete - Cannot receive software updates
	Lenovo	11e Chromebook	04n8bk	Obsolete - Cannot receive software updates

Lenovo	11e Chromebook	0aysmr	Obsolete - Cannot receive software updates
Lenovo	11e Chromebook	1S20GF0001USLR05ZMZP	Obsolete - Cannot receive software updates
Lenovo	11e Chromebook	1S20GF0001USLR05ZMSJ	Obsolete - Cannot receive software updates
Lenovo	11e Chromebook	1S20J00000USLR0AYSNN	Obsolete - Cannot receive software updates
Dell	Optiplex 3010	DXBF7V1	Obsolete - can not support bitlocker encryption
Dell	Optiplex 3010	6SL57Y1	Obsolete - broken
Dell	Optiplex 3010	6SZ57Y1	Obsolete - can not support bitlocker encryption
Dell	Optiplex 780	D8FYXQ1	Obsolete - can not support bitlocker encryption
Dell	Optiplex 3010	C9B8KB2	Obsolete - broken
Dell	Optiplex 3010	392WS52	Obsolete - can not support bitlocker encryption
Dell	Latitude 3310	BshW663	Broken
Dell	Optiplex 3050	CWNFY32	Broken
Dell	Optiplex 3010	DXFQ7V1	Obsolete - broken
Dell	Optiplex 7020	3B8VS52	Broken
4 Mitsubishi			Obsolete/not working
1 HP	Compaq	2UA9290800	Does support bitlocker
1 HP	Compaq	KP721AV	Does support bitlocker
1 Dell	Optiplex 3010	DXBP7V1	Does support bitlocker
1 HP	1320n Printer	CNHC65X103	Obsolete/not working
1 HP	1320n Printer	CNHC65S1FK	Obsolete/not working
1 HP	1320n Printer	JPRC66D0HP	Obsolete/not working
1 HP	1320n Printer	FCNHC57M02G	Obsolete/not working
1 HP	1320n Printer	CNHC65X0QN	Obsolete/not working
1 HP	1200 printer	CNBJD59151	Obsolete/not working
1 HP	1300 printer	JPBGH01148	Obsolete/not working
1 HP	1301 printer	JPBGH01117	Obsolete/not working
1 HP	1302 printer	JPBGH00528	Obsolete/not working
1 HP	1303 printer	JPBGH00084	Obsolete/not working
1 HP	1320n printer	CNDC52843C	Obsolete/not working
1 HP	400 color printer	CNDF366306	Obsolete/not working
1 HP	1320n printer	CNHC65S1G9	Obsolete/not working
1 HP	1320n printer	JPBGH01118	Obsolete/not working
1 HP	1320n printer	CNHC65X0PX	Obsolete/not working
1 HP	m428fdw	CNDRP3T118	Obsolete/not working
1 HP	1300 printer	CNBRJ48043	Obsolete/not working
1 hp	proliant ML330H6	USE106N7Z3	Obsolete/not working
1 Dell	Poweredge 2850	GNDG6B1	Obsolete/not working
1 Dell	Poweredge 2850	C947CB1	Obsolete/not working
1 Dell	Poweredge 2950	8DG79K1	Obsolete/not working
1 Dell	Power edge R610	6DZXTL1	Obsolete/not working
1 Dell	Poweredge r330	7CJXNL1	Obsolete/not working
1 Dell	Power edge R610	7CJXNL1	Obsolete/not working

1 Dell	Poweredge 26501	HNDG6B1	Obsolete/not working
1 Cooler Master		c06250444944	Does support bitlocker
1 Dell	Poweredge r330	4MSVJB2	Obsolete/not working
1 Dell	Power edge R610	7ZJKML1	Obsolete/not working
1 hp	proliant ML330H6	USE032NFAC	Obsolete/not working
1 EMC Corperation		FCNEV130300109	Does support bitlocker
1 Dell	Optiplex 780	64JBSM1	Does support bitlocker
84 HP	Monitors		Obsolete/not working
1 HP	1160n	CNL1D03641	Obsolete/not working
1 hp	2600n	cnfc57x1bj	Obsolete/not working
1 hp	1022	cnbc64m1sf	Obsolete/not working

#### 8th Grade Chromebooks

Asdet Tag	Make	Model	Serial Number
300785	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KRWZ9
300760	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KNW84
300790	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KR4QL
300185	Lenovo	Lenovo 300e Chromebook 2nd Gen MTK	P204XXJN
300146	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456WS
300128	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456Y1
300030	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204575M
300016	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456YP
300112	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456SC
300063	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451EL
300042	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045MJ5
300096	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P205Q9CW
300097	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456FS
300144	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456NH
300094	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204543C
300117	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576Y
300007	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576J
300024	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576V
300794	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KRH3K
300124	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456V3
300786	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KQPS6
300147	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456HV
300054	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456SK
300014	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20455H8
300119	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204575A
300163	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045783
300091	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045MFT

300123	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204564P
300008	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576S
300153	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456QR
T0190255		Chromebook	
300780	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KRAKK
300770	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KRY1E
300792	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KQYQH
300788		Chromebook	
300787	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KS00A
T0190216		Chromebook	
300188	Lenovo	Lenovo 100e Chromebook	P203BY75
300086	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045733
300088	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045Q8A
300039	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045782
300161	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204575X
300018	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456PC
300034	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456UV
300140	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456A4
300037	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456QM
300142	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456E5
300090	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QJX
300136	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456XG
300155	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	p204571h
300055	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204526Z
300160	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20454FZ
300141	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456H1
300084	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045CEE
300045	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QBG
300154	Dell	Dell Chromebook 3100	43NM7F3
300175	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045798
300149	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2044MMU
300068	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045CF5
300172	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456WQ
300038	Dell	Dell Chromebook 3100	D8MB983
300043	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451JZ
300121	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576X
300056	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QD3
300113	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451F6
300021	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20457A8
300125	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456PN
300133		Chromebook	P20456PB
300126	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456H9

300165	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456QJ
300044	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456YU
300193	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2043WYN
300109	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045PX5
300137	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204577T
300162	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204578M
300005	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045Q80
300093	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045MJ3
300010	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576N
300031	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456U2
300000	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20454QY
300027	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456VY
300150	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045771
300015	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456XF
300080	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QD4
118450	Lenovo	Lenovo 100e Chromebook	P203GAYQ
300004	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456YL
300139	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456KE
300077	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456P2
300313	Dell	Dell Chromebook 3100	3KQC983
300029	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045MSU
300003	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204579B
300118	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204571Z
300201	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P205Q8PW
300023	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KRTYM
300115	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204579C
300190	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576F
300065	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QDC
300069	Lenovo	Lenovo 100e Chromebook	P203LG51
300050	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QEC
300178	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204578N
300059	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451FR
300061	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QED
300072	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045PZ8
300186	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456QN
300051	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451EH
300033	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456YK
300032	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20455UD
300176	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204572W
300002	Dell	Dell Chromebook 3100	16NDVC3
300159	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204577N
300148	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20453FN

300071	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QBH
300073	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204570T
300022	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456G2
300048	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QCH
300171	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045702
300151	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045796
300174	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20455RQ
300103	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204577U
300087	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045MMC
300138	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045645
300047	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QEQ
300189	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456S6
300198	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045779
300012	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204577P
300102	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204575E
300114	Lenovo	Lenovo ThinkPad 11e 4th Gen Chromebook	1S20J00000USLR0AZXVX
300053	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QEM
300106	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456T1
300107	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QEA
300074	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045PXU
300184	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576Z
300183	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456S7
300067	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QEV
300078	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045MM8
300079	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2044LU9
300058	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451FM
300098	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204570V
300104	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576P
300164	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456Q7
300192	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2043WX9
300100	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456R7
300182	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204574L
300129	HP	Chromebook 11 G8 EE	5CD039GLM2
300070	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045C8R
300130	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20455UR
300166	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204575Z
300099	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451UH
301004	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2043X63
300131	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456RH
300145	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456WL
300057	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QGH
300120	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456YZ

300081	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045Q82
300062	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QE5
300187	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045773
300152	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204576C
300179	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204573X
300049	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20451K4
300167	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045777
300041	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20454KL
300064	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045CAK
300132	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045770
300134	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456S9
300009	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204577F
300135	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20457A9
300011		Chromebook	
300157	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456TD
300013	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456YV
300006	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456Z0
300095	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2042Y7D
300779	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KS1Q2
300025	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045Q1R
300177	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204574D
300168	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456Q0
300173	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456GD
300028	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456Z1
300181	Dell	Dell Chromebook 3100	2QLM7F3
300082	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QBY
300180	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456SV
300195	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QB4
300784	Dell	Dell Chromebook 3100	43NM7F3
300108	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QGS
300736	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QD4
300739	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KR TYM
300110	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20452CL
300040	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P20456VV
300060	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P2045QGS
300773	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KPAQM
300776	Lenovo	Lenovo 100e Chromebook 2nd Gen	PF2KRRED
T0000191	Lenovo	Lenovo 100e Chromebook 2nd Gen MTK	P204564P

Agenda Item #8.3

Consideration of a resolution to declare various equipment in disrepair or obsolete from the Board of Education.

**DRAFT RESOLUTION**

**BE IT RESOLVED** that the list of equipment attached is hereby declared obsolete and may be disposed of in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

Approved by the Tolland Town Council on \_\_\_\_\_, 2022.

Agenda Item #8.4

**AGENDA ITEM BACKGROUND**

**ITEM:** Consideration and action on approving the Administrative Secretary II Human Services (Senior Center) Job Description.

**FOR COUNCIL MEETING OF:** July 12, 2022

**ITEM SUMMARY:** There was a new 25-hour Administrative Secretary II Human Services (Senior Center) position approved in the FY22-23 budget starting July 1, 2022. Based on that, we have created a new job description for the position. This position is in CSEA union group grade level 8 with a budgeted starting salary of \$23.21 per hour.

**FINANCIAL SUMMARY:** N/A

**TOWN ATTORNEY REVIEW:** N/A

**COUNCIL ACTION DESIRED:** Consideration of the resolution.

**SUPPORTING MATERIALS:**

- Administrative Secretary II Human Services (Senior Center) Job Description
- Draft Resolution

## TOWN OF TOLLAND JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Administrative Secretary II</b>	<b>DEPARTMENT:</b>	<b>Human Services – Senior Center</b>
<b>REPORTS TO:</b>	<b>Director of Human Services or Designee</b>	<b>FLSA STATUS:</b>	<b>Hourly, Non-Exempt</b>
<b>BARGAINING UNIT:</b>	<b>C.S.E.A.</b>	<b>CLASSIFICATION:</b>	<b>CSEA - 8</b>
<b>DATE PREPARED:</b>	<b>06/27/22</b>	<b>DATE APPROVED:</b>	

### SUMMARY

Performs secretarial and office administrative work at a skilled and responsible level for a department or major unit with some complexity in duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from Supervisor for a variety of administrative and clerical assignments; prioritizes work tasks within assignments

Plans and organizes work according to established or standard office procedures; develops and/or updates office procedures as necessary to reflect changes in municipal, state and federal program guidelines/requirements

Composes routine correspondence and other materials without instruction; types letters and reports from rough draft; types statistical and narrative reports

Observes strict confidentiality in maintaining restricted files and records

Organizes and prepares materials for publication such as administrative regulations and activity schedules and newsletters; maintains and posts information on Department's webpage on Town website and Facebook

Provides general support for various department programs.

Helps maintain department budget books, processes department purchase requisitions and performs related bookkeeping duties

Assists with maintaining inventory of office supplies, materials, and equipment

May assist in the preparation of Senior Center grant applications and any associated RFP, bid documents, financial reporting grant drawdowns and budgets

Provides administrative services to Senior Center staff as required including notification of program cancellation, mail, copying, collating, etc.

Welcome and assist seniors as needed and answer questions

Assists with setting up program space

Gathers materials, data, and other information for review by Supervisor

Helps prepare Department's annual budget submission and helps maintain Department accounts in Town's financial system (MUNIS)

### **SUPERVISORY RESPONSIBILITIES**

The employee holding this position will exercise no direct supervisory authority

### **QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

The skills and knowledge required would generally be acquired with a high school education with two years of increasingly responsible secretarial or office administrative work. Ability to type with speed and accuracy. Ability to accurately process paperwork. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Must have a working knowledge of word processing and spreadsheet office computer applications sufficient to perform all required tasks of the job. Ability to maintain files and record systems. Ability to make basic mathematical calculations. Ability to compose routine correspondence and reports. Ability to collect and organize information as requested.

### **LANGUAGE SKILLS**

Ability to effectively present information and respond to questions from clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

Notary Public optional

## PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		
Vibration		X		

## LIFTING SCHEDULE

	Amount of Time			
	Never	Seldom	Occasionally	Frequently
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

## VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

## WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
	X			
Work near moving mechanical parts				
	X			
Work in high, precarious places				
	X			
Fumes or airborne particles				
	X			
Toxic or caustic chemicals				
	X			
Outdoor weather conditions				
	X			
Extreme cold (non-weather)				
	X			
Extreme heat (non-weather)				
	X			
Risk of electrical shock				
	X			
Work with explosives				
	X			
Risk of radiation				
	X			
Vibration				

## NOISE EXPOSURE

The position requires exposure to the following noise levels:

- ☐ Very quiet (examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (examples: library, private office)
- ☒ Moderate noise (examples: business office with computers and printers, light traffic)
- ☐ Loud (examples: metal can manufacturing department, large earth-moving equipment)
- ☐ Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

**NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.**

Agenda Item #8.4

Consideration and action on approving the Administrative Secretary II Human Services (Senior Center) Job Description.

**DRAFT RESOLUTION**

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the attached non-exempt CSEA union group Human Services (Senior Center) Job Description.

Approved by the Tolland Town Council on \_\_\_\_\_, 2022.

## Agenda Item # 8.5

### **AGENDA ITEM BACKGROUND**

**ITEM:** Consideration and action on a resolution appointing Town Manager, Brian Foley to the Board of Directors of the Eastern Highlands Health District to fulfill a term of service through May 2024.

**FOR COUNCIL MEETING OF:** July 12, 2022

**ITEM SUMMARY:** The By-Laws of the Eastern Highlands Health District (EHHD) afford the Town of Tolland two representatives on the District's Board of Directors. One seat has traditionally been filled by the Council Chair and the other by the Town Manager. The Council has indicated its desire to appoint Town Manager, Brian Foley for a three year term of service.

**FINANCIAL SUMMARY:** No direct financial impact on the Town. It is in the Town's interest, however, to maintain full representation at the EHHD "table".

**TOWN ATTORNEY REVIEW:** N/A

**COUNCIL ACTION DESIRED:** Consideration of the resolution.

**SUPPORTING MATERIALS:**

- Draft Resolution

Agenda Item # 8.5

Consideration and action on a resolution appointing Town Manager, Brian Foley to the Board of Directors of the Eastern Highlands Health District to fulfill a term of service through May 2024.

**DRAFT RESOLUTION**

**BE IT RESOLVED** that Brian Foley is hereby appointed as a member of the Board of Directors of the Eastern Highlands Health District for a term of service through May 2024.

Approved by the Tolland Town Council on \_\_\_\_\_, 2022.

## Agenda Item #8.6

### **AGENDA ITEM BACKGROUND**

**ITEM:** Consideration of a resolution authorizing Brian J. Foley, Town Manager, to execute a Memorandum of Agreement with the State of Connecticut, Department of Emergency Services and Public Protection, for participation in the Homeland Security Grant Program. This action modifies language in Resolution #21-45 by updating the Town Manager's name to reflect Brian J. Foley's appointment.

**FOR COUNCIL MEETING OF:** July 12, 2022

**ITEM SUMMARY:** Resolution #21-45 authorized and directed Lisa A. Hancock, Temporary Town Manager, to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which they deem to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. This action modifies language in 21-45 by updating the Town Manager's name to reflect Brian J. Foley's appointment as Town Manager.

**FINANCIAL SUMMARY:** N/A

**TOWN ATTORNEY REVIEW:** N/A

**COUNCIL ACTION DESIRED:** Consideration of the Resolution

**SUPPORTING MATERIALS:**

- Resolution #21-45
- Draft Resolution

## RESOLUTION 21 – 45

**BE IT RESOLVED** that the Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that Lisa A. Hancock as Temporary Town Manager of the Town of Tolland is authorized and directed to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents. The undersigned further certifies that Lisa A. Hancock now holds the office of Temporary Town Manager and that she has held that office since August 6, 2021.

Approved by the Tolland Town Council on August 24, 2021.

Kathleen Pagan  
Town Clerk

August 26, 2021  
Date

## Agenda Item #8.6

Consideration of a resolution authorizing Brian J. Foley, Town Manager, to execute a Memorandum of Agreement with the State of Connecticut, Department of Emergency Services and Public Protection, for participation in the Homeland Security Grant Program. This action modifies language in Resolution #21-45 by updating the Town Manager's name to reflect Brian J. Foley's appointment.

### **DRAFT RESOLUTION**

**BE IT RESOLVED** that the Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that Brian J. Foley, Town Manager of the Town of Tolland, is authorized and directed to execute and deliver any and all documents on behalf of the Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Brian J. Foley now holds the office of Town Manager and that he has held that office since June 27, 2022.

Approved by the Tolland Town Council on 2022.



TOWN of TOLLAND/ 21 Tolland Green, Tolland Connecticut 06084

## MEMO

**TO:** Town Council  
**ATTN:** Brian Foley, Town Manager  
**FROM:** Megan Massa, Executive Assistant  
**DATE:** July 12, 2022  
**RE:** Current Board & Commission Vacancies – Agenda Item #8.7

*The table below illustrates all vacancies as of July 6, 2022 on Town Boards and Commissions appointed by the Town Council:*

Office	Person Appointed/Term
<b>Birch Grove Primary School Building Committee</b>	ONE VACANCY: To fulfill a life term Membership currently includes Dem (1), Rep (1), Unf (5)
<b>Blight Review Committee</b>	ONE VACANCY: To fulfill a term through <b>01/01/25</b> Membership currently includes Dem (4), Rep (0), Unf (0)
<b>Board of Building Appeals</b>	FIVE VACANCIES: To fulfill terms through <b>11/08/23</b> and <b>11/05/25</b> Membership currently includes Dem (0), Rep (0), Unf (0)
<b>Housing Authority</b>	TWO VACANCIES To fulfill terms through <b>06/30/25</b> and <b>6/30/27</b> Membership currently includes Dem (0), Rep (1), Unf (2)
<b>Inland Wetlands Commission - Alternate</b>	TWO VACANCIES: To fulfill terms through <b>11/08/23</b> Membership currently includes Dem (2), Rep (2), Unf (1)
<b>Land Acquisition Advisory Committee</b>	ONE VACANCY To fulfill a term through <b>06/30/24</b> Membership currently includes Dem (1), Rep (1), Town Staff (2)
<b>Planning &amp; Zoning Commission - Alternate</b>	ONE VACANCY: To fulfill term through <b>11/14/23</b> Membership currently includes Dem (2), Rep (4), Unf (0)
<b>Tolland Mental Health &amp; Substance Use Task Force</b>	ONE VACANCY: To fulfill a life term Membership currently includes Dem (2), Rep (0), Unf (3)

Current Board & Commission Vacancies  
Agenda Item #8.7

Office	Person Appointed/Term
<b>Tolland Mental Health &amp; Substance Use Task Force - Alternate</b>	ONE VACANCY: To fulfill a life term Membership currently includes Dem (2), Rep (0), Unf (3)
<b>Tolland Non-Profit Housing Corporation</b>	ONE VACANCY: To fulfill term through <b>07/01/26</b> Membership currently includes Dem (5), Rep (1), Unf (0)
<b>Tolland Water Commission</b>	TWO VACANCIES: To fulfill terms through <b>01/31/24</b> and <b>01/31/25</b> Membership currently includes Dem (0), Rep (2), Unf (3) <b>Two members need to be on the Tolland Water System.</b>
<b>Water Pollution Control Authority</b>	TWO VACANCIES: To fulfill terms through <b>08/26/23</b> and <b>08/26/24</b> Membership currently includes Dem (0), Rep (1), Unf (2)
<b>Water Pollution Control Authority - Alternate</b>	TWO VACANCIES: To fulfill terms through <b>08/26/22</b> Membership currently includes Dem (0), Rep (1), Unf (2)
<b>Zoning Board of Appeals - Alternate</b>	ONE VACANCY: To fulfill a term through <b>11/14/23</b> Membership currently includes Dem (1), Rep (4), Unf (1)

**Appointments:**

**ARPA Subcommittee**

Brian Foley, Town Manager, life term

**Delinquent Tax Collection Enforcement**

Brian Foley, Town Manager, life term

**Land Acquisition Advisory Committee**

Brian Foley, Town Manager, life term

**Tolland Housing Authority**

Wolfgang (Fritz) Kuenzler, 3 Overlook Lane, term 7/12/22 – 6/30/25

**Tolland Mental Health and Substance Use Advisory Task Force**

Jessica Palozie, 164 Wildwood Road, life term

**Reappointment:**

**Land Acquisition Advisory Committee**

James Hutton, 14 Torry Road, 6/30/22 – 6/30/24

**From:** Rudy Fiorillo [REDACTED]  
**Sent:** Thursday, June 16, 2022 10:15 AM  
**To:** Lou Luba  
**Cc:** Janett Moore  
**Subject:** [EXTERNAL]Fritz Kuenzler

Hi Lou,

This is to update you regarding Fritz Kuenzler's interest in serving on the Housing Authority Board. Fritz attended our Board meeting yesterday and introduced himself to the Board. As he has indicated to you before, he is currently serving on the Board at Winding River Village. He is a resident of Tolland and a retired teacher and principal in area school systems.

The Board unanimously agrees that Fritz would be an excellent Board member supporting the interests and needs of Old Post Village. We recommend that the Council appoints Fritz to complete the three-year position unexpectedly vacated by Thomas Merton.

The Council favorable consideration to this recommendation is greatly appreciated.

Rudy  
Chairman, Board of Commissioners, Tolland Housing Authority.

Dr. Rudy Fiorillo  
92 Crystal Springs Drive  
Tolland, Ct 06084  
[REDACTED]

**Megan Massa**

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**From:** Palozie, Jessica <[REDACTED]>  
**Sent:** Friday, June 24, 2022 12:35 PM  
**To:** vacancies@tolland.org  
**Subject:** [EXTERNAL]Mental Health

Hello, I am interested in serving on the board for Mental Health and Substance Abuse. I am nurse practitioner and have my doctorate, with close to 2 decades of health care experience. Please let me know if you require anything further. Regards,

Respectfully,  
*Jessica*

**Jessica L. Palozie, DNP, APRN, ACNP-BC, CNE**

Assistant Clinical Professor of Nursing

University of Connecticut

School of Nursing

231 Glenbrook Road, Room 319

Storrs, CT 06269

## Megan Massa

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**From:** Susan Salem <[REDACTED]>  
**Sent:** Wednesday, June 29, 2022 10:22 AM  
**To:** Town Council  
**Subject:** [EXTERNAL]Resignation from Mental Health & Substance Use Task Force

Dear Council Members,

I am writing to you today to officially resign from my position on the Tolland Mental Health & Substance Use Task Force. Although this subject matter is near and dear to me and I would have loved to continue being a part of such a great group, I am moving out of state and therefore must resign.

I applaud the Council for putting together this very important task force and I wish them well. Thank you for allowing me to volunteer my time for our community.

Sincerely,  
Susan Salem

**SPECIAL MEETING MINUTES**  
**TOLLAND TOWN COUNCIL**  
**HYBRID MEETING**  
**JUNE 1, 2022 – 7:00 PM**

**Council Members Present:** Steve Jones, John Reagan, Lou Luba, Colleen Yudichak, Katie Murray, Sami Khan

**Council Members Absent:** Tammy Nuccio

- 1) **Call to Order:** The meeting was called to order at 7:32 PM by Steve Jones.
- 2) **Executive Session:** At 7:32 PM, Lou Luba motioned, seconded by Sami Khan, to go into Executive Session and invited Doug Thomas, Mike Wilkinson and Brian Foley (8:00 PM) with a unanimous vote of 6-0-0 to discuss the Town Manager Search. The Executive Session concluded at 8:57 PM.
- 3) **Adjournment:** Lou Luba motioned, seconded by John Reagan, to adjourn at 8:57 PM with a unanimous vote of 6-0-0.

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Steve Jones, Chair

**SPECIAL MEETING MINUTES  
TOLLAND TOWN COUNCIL  
HYBRID MEETING**

**June 9, 2022 – 6:30 P.M.**

**Members Present:** Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba (Zoom; arrived in person at 6:37PM), Katie Murray, Tammy Nuccio (Zoom); Colleen Yudichak

**Members Absent:** none

**Also Present:** Mike Wilkinson, Director, Administrative Services; Lisa Hancock, Interim Town Manager (Zoom); John Littell, Fire Chief/Director of Public Safety; Barbara Pettijohn, Director, Library Services; Jason Lawrence, Assessor

1. Call to Order: The Chair called the meeting to order at 6:30P.M.
2. Consideration of a resolution appointing Brian J. Foley as Town Manager for an indefinite term with a start date of June 27, 2022 and approval of an Employment Agreement fixing annual compensation of \$150,000 and other terms and conditions.

Mr. Wilkinson provided background information.

Ms. Hancock has filled in as the Interim Town Manager since August. The town hired SGR and there were 17 candidates for the position of Town Manager. Mr. Foley took part in a 2-day interview process (May 18<sup>th</sup> and 19<sup>th</sup>) which included an interview, a meet and greet with staff, a meet and greet with residents, and a tour. He was selected by the Council and the resolution under consideration would approve a contract which would start on June 27<sup>th</sup>.

Mr. Foley thanked the Council. He looks forward to the opportunity and commented that he sincerely hopes he can meet the expectations. He noted that there will be good times and bad, but he expects they will all get through them and be no worse for wear on the other side. Mr. Foley thanked Ms. Hancock for her stewardship through a tumultuous time and believes his success relies heavily upon her. He will work to ensure that happens. Mr. Foley thanked the Council again and noted that he loves the town dearly. He attended classes in the Hicks Memorial Municipal Offices (Town Hall) and looks forward to continuing the proud traditions of Tolland. He thanked the Council for the opportunity.

Mr. Jones thanked Ms. Hancock for all the of the work she has done over the past several months. They look forward to her and Mr. Foley having a strong working relationship.

Ms. Nuccio thanked Mr. Foley for going through the process. She looks forward to working with him and thinks he will do great. There will be strong leadership. His crew is made up of many experts who will be able to help. Ms. Nuccio encouraged Mr. Foley to reach out and speak to them and looks forward to seeing what everyone can do together.

Mr. Foley thanked Ms. Nuccio.

Mr. Reagan congratulated Mr. Foley and welcomed him to the Town Manager position. He explained that Mr. Foley excelled in a talented pool of candidates and floated to the top. The Council spent many hours speaking about the candidates. He noted that Mr. Foley did an excellent job presenting himself, his resume is strong, and he is looking forward to seeing what Mr. Foley does for the town. Mr. Reagan thanked Ms. Hancock for stepping into the Interim Town Manager position and for her work while concurrently managing the Finance Department. She did a tremendous job. Mr. Reagan noted that it was difficult decision. He thanked Ms. Hancock and congratulated Mr. Foley.

Mr. Foley thanked Mr. Reagan and noted that he is flattered and honored.

Ms. Yudichak thanked Ms. Hancock for doing an outstanding job while performing in 2 positions at one time. She still expects great things from Ms. Hancock who excels in her finance role. Ms. Yudichak explained that the Town Manager search was a long process that took many hours. She is sure that Mr. Foley's great communication skills and leadership illustrated in the documents the Council received will show.

Mr. Foley thanked Ms. Yudichak.

Mr. Khan thanked Ms. Hancock for everything. She took over when the town needed someone and did a good job. She guided him when he joined the Council, and he is grateful. Mr. Khan welcomed Mr. Foley and looks forward to working together to put Tolland first.

Mr. Foley thanked Mr. Khan.

Ms. Murray noted that she echoes the comments that came before her. Ms. Hancock took on a challenging role and was exemplary in it. They appreciate her stepping in and navigating the interim role which is difficult to do. To Mr. Foley, Ms. Murray commented that there are high expectations and he set them high, and she has every faith that he will excel and more than meet the expectations.

Mr. Foley thanked Ms. Murray. He is excited to develop a relationship with the Council members and move everyone forward.

*Ms. Murray motioned:*

*BE IT RESOLVED that the Town Council shall appoint Brian J. Foley as Town Manager for an indefinite term with a start date of June 27, 2022 and approve an Employment Agreement with Brian J. Foley fixing annual compensation of \$150,000 and other terms and conditions and authorizing the Tolland Town Council Chairman to execute said Employment Agreement.*

*Mr. Luba seconded the motion.*

*Discussion: Mr. Luba congratulated Mr. Foley. He explained that it was a hard choice and there were many great candidates. Given Mr. Foley's leadership skills and qualifications, Mr. Luba believes he will do an outstanding job and looks forward to working with him.*

*Mr. Foley thanked Mr. Luba.*

*A roll call vote was taken. Motion passed unanimously.*

Mr. Foley thanked the Council members for their faith in him.

3. Adjournment

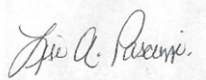
*Mr. Luba motioned to adjourn the meeting at 6:39PM*

*Ms. Yudichak seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

Respectfully submitted,



Lisa Pascuzzi  
Town Council Clerk

Town Council Chair

## MINUTES

### TOLLAND TOWN COUNCIL

#### HYBRID MEETING

June 14, 2022 – 7:00 P.M.

**Members Present:** Steve Jones, Chair; John Reagan, Vice Chair (arrived at 8:36PM), Sami Khan, Lou Luba, Katie Murray, Tammy Nuccio, Colleen Yudichak (arrived at 7:23PM)

**Members Absent:** none

**Also Present:** Mike Wilkinson, Director, Administrative Services; Lisa Hancock, Interim Town Manager; Bev Bellody, Director, Human Services; John Littell, Fire Chief/Director of Public Safety; Carl Dojan, Assistant Fire Chief

1. **CALL TO ORDER:** The Chair called the meeting to order at 7:03PM.
2. **PLEDGE OF ALLEGIANCE:** Recited
3. **MOMENT OF SILENCE:** Observed
4. **PROCLAMATIONS/PRESENTATIONS:** none
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2-minute limit)

Heather McCann, 62 Crossen Drive, thanked Ms. Hancock for her hard work as the Interim Town Manager. Her work will be continued through the onboarding of the new Town Manager. Ms. McCann commented that members of the community regardless of gender, identity, class, sexual orientation, disability, race, or religion deserve a safe and equitable existence in Tolland and beyond. All people have a human right to be included in conversations and literature. To exclude, say less than, or that they do not matter and that they are inferior people and to deny their history or story is to deny their existence. She explained that youth who identify as LGBTQ and who are being denied acknowledgment, recognition, and inclusion are either contemplating or committing suicide at alarming rates. It is not because of their identity; it is because how others treat them as less than. Tolland must not contribute to this problem and be part of the solution. It needs to keep the conversations going striving for better inclusion and offering better representation in the library and all services. It needs to stop treating the LGBTQ community as something perverse or unseen.

Kenny Trice, 53 Doe Run, addressed Ms. Hancock and noted that his words would be feeble compared to what she has been able to do in terms of keeping the town going. He thanked her for what she has done. He appreciates it. Mr. Trice noted that it is a simple statement compared to the monumental task she has done. *Ms. Hancock responded that he is very welcome, and it has been her pleasure. She thanked him.*

Samantha Lee, 35 High Ridge Drive, commented that she is the Intellectual Freedom Chair of the CT Library Association. She provides support to libraries and library workers as they deal with censorship issues and challenges. She addressed the Council and commented that libraries have an obligation to protect intellectual freedom – especially for the most vulnerable populations including the LGBT community. Representation needs to be seen in the collection, on books, and on shelves constantly. Ms. Lee commended the library staff for having the books and creating a welcoming space.

Lindsay Semerzaki, 127 Anthony Road, commented that she understands there is concern about LGBTQIA books in the library and that LGBTQ youth suicide rates are insane. She noted that she works in

behavioral health and has had to deal with client suicides, and it is not easy. The suicides do not happen because people are LGBTQ but because they are not accepted by their communities and peers. It starts at home with the values they are raised with. Ms. Semerzaki addressed the Council and commented that if the books are being considered to be banned, the blood of the children who commit suicide will be on their hands.

6. **PUBLIC HEARING ITEMS:** none

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:**

Birch Grove Building Committee – Ms. Murray noted that process to reclaim the field where the modulars were located is ongoing. It is expected that the field will be available for use as early as the fall subject to the effects of weather. It will take several years for the grass to be fully established. The project close out is moving forward.

7b. **REPORTS OF TOWN COUNCIL LIAISONS**

- Agricultural Commission – Ms. Murray provided an update.
- Conservation Commission – Mr. Jones provided an update of the June 9<sup>th</sup> meeting.
- Library Foundation – Mr. Jones provided an update of the June 13<sup>th</sup> meeting.
- Planning & Zoning Commission – Mr. Luba referred to the minutes of the June 13<sup>th</sup> meeting.
- Veterans Recognition Commission – Mr. Luba provided an update and noted the next meeting is on June 16<sup>th</sup>.

8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

8.1 Consideration of a resolution to approve the revised Personnel Policies and Procedures and Substance Abuse Policy.

Patrick McHale, Tolland's Labor Attorney, was in attendance.

The Personnel Policies and Procedures document was referenced under this item.

Mr. Wilkinson explained that changes to the document were recommended by Attorney McHale's office to comply with recent changes in state and federal law. He summarized the changes on pages 2, 28, 52, and 55 and noted that the language is consistent with state law PA-21-2. He noted that the Substance Abuse Policy is also being updated and put into the body of the Personnel Policies and Procedures document. Effective July 1<sup>st</sup>, the workplace regulations regarding recreational marijuana go into effect and the changes in the Substance Abuse Policy take this into account conforming it to the new law. Mr. Wilkinson explained that most drug tests are pre-employment, and an adverse action cannot be done based only on a positive marijuana test. If someone tests positive, they would have to prove it was based on medicinal need and meet several other criteria.

Mr. Luba asked about the Substance Abuse Policy, Subsection A (§A174-63) (page 19), "An employee reporting to work ~~who is visibly~~ impaired is unable to properly perform required duties. ~~He or she~~ and will not be allowed to work." His concern is the definition of "impaired" and that it is nebulous. It needs clarity in terms of what would constitute "impaired" to properly perform required duties. Mr. Luba provided examples and noted that granularity needs to be added. Attorney McHale responded that there are 2 circumstances under which the town could conclude someone is impaired: employee admits impairment or the employee, based on reasonable suspicion of the employer, is tested for drugs and alcohol and the test confirms that the employee is impaired. Under the language, the employee would not be allowed to work. The "reasonable

suspicion” on page 20 addresses under what circumstances an employer has the right to require an employee to submit to a test. The conditions come from the new statute regarding substance abuse and drug testing. The intention of the language is to apply to where there is confirmation of impairment – through admission or a positive drug test.

Mr. Luba confirmed that only if a person admits they are impaired or under the reasonable suspicion standard that the employee is sent for a test. Attorney McHale noted these are the 2 occasions where the employer can confirm impairment. Mr. Luba asked about situations where the employer believes one is impaired and unable to perform aspects of their duty, but they do not rise to the reasonable suspicion standard. Attorney McHale explained that a drug test may be done if there is reasonable suspicion. An employee can always be sent home with pay if there is concern regarding fitness for duty. Mr. Luba asked how testing would be done. Attorney McHale responded that a testing facility could go to the premises of the workplace to test the employee, or an employee could be driven to the testing facility. Mr. Luba noted that he wanted the standard and the reason to be clear on the record.

Ms. Nuccio asked if there is an immediate test for THC. She believes it still tests if THC is in one’s system for 9 days and asked how an accurate determination could be made. Attorney McHale explained that testing has not caught up with the distinguishing factors provided for in the law. If the employer, with articulable reasonable suspicion, believes someone is impaired and sends them to be tested, the employer has the right to put them out of work if they test positive. Ms. Nuccio asked if the employee would need to be paid. Attorney McHale responded that it is a function of the collective bargaining agreement. Language is included in the agreement regarding putting people out of work if they are not fit for duty. Whether paid or unpaid is dependent on the contract language. Ms. Nuccio expressed concern about testing which would show if a substance has been in a person’s system in the past 2 weeks and does not believe it would be conclusive. Attorney McHale noted that they cannot test with specificity, as they can with alcohol, when it comes to THC. Ms. Nuccio noted that as contracts come up, she would like the language to be reviewed.

Ms. Murray asked about item B, Substance Abuse Testing, Pre-Employment and commented that the new language seems to indicate that applicants may be denied employment if they test positive for cannabis. Attorney McHale cited the new language and noted that there is an exception for the positive test caused by medical marijuana use in accordance with the law. Someone with a medical marijuana card who tests positive at a pre-employment drug test cannot be denied employment solely on this basis; whereas someone who uses recreational marijuana, under the terms of the policy, could. Ms. Murray asked what the reason is behind this. Attorney McHale responded this is because medical marijuana is not a voluntary decision. It is a decision that is a result of a medical determination about the need for the palliative use of marijuana. The law has always allowed management to provide the tests and disqualify an applicant as long as the applicant is put on notice that it is a condition of hire – that a pre-employment drug test is taken that reveals no existence of drugs or alcohol. Exceptions are included in the various provisions of the policy. Attorney McHale noted that while CT has opened up to the idea of recreational marijuana, the federal government has not and has regulations on the types of positions that are disqualified in terms of the applicant or employee who tests positive such as those who as a condition of hire are required to have a commercial driver’s license (CDL). If such employees test positive, whether recreational or medicinal, they are disqualified from hire. Ms. Murray asked why the town is considering not hiring someone if they test positive for a legal substance without a medical card. Attorney McHale responded that it is because it can. The town does not have to have the policy and could say that any pre-employment testing that reveals marijuana use is not a disqualifier. He

noted that the policy that they recommend to clients would consider it a disqualifier, but it is a discretionary action of the employer. Ms. Murray asked why this is recommended. Attorney McHale responded that most of their clients are concerned, although the law has changed, about employees being under the influence of drugs or alcohol and having it in their systems. Prior to the CT law, there was never a question. Ms. Murray asked if there are other legal substances that people are not allowed to have in their system. Attorney McHale responded that he was unsure. Ms. Murray commented that she is unsure about the distinction on cannabis. Attorney McHale responded that they do not have to have the distinction. It was drafted in this policy, as his firm has drafted in all other municipal policies, because generally clients have wanted it. The policy can be modified at the discretion of the Council. Ms. Murray asked for examples of other towns that have this in their policy. Attorney McHale responded that he cannot share this information due to confidentiality rules but all the towns his firm represents have adopted the language shown. Ms. Murray asked Mr. Wilkinson if other towns have a similar policy. Mr. Wilkinson responded that he assumes they do but will research this. His recommendation is that the presented language is used because they have concern about people going to work with alcohol or drugs in their systems particularly when they are in the process of hiring a new employee. Ms. Murray asked if there was a track record of employees not being fit to work due to being under the influence. Mr. Wilkinson responded that there have been 2-3 situations since he started 16 years ago. Ms. Murray commented that she is not comfortable with the town having a pre-employment requirement that applicants cannot use a legal substance. The legality of the substance is not in the purview of the Council.

Mr. Jones asked about the language and if “may” has been consistent compared to “shall”. Attorney McHale explained that when policies are drafted they like to give discretion to the town to be able to consider unique circumstances. “May” allows for this discretion. Mr. Jones confirmed that the denial would be based on who is the ultimate hiring authority. Attorney McHale noted that it would be based on the decision of the Town Manager.

Ms. Yudichak commented that she is confused why Mr. Wilkinson would not have the information about other towns’ policies available for the Council. She noted that she is torn – they would not want employees, especially firefighters or public works employees, to go to work intoxicated or drunk and this would be similar to being high from marijuana. She understands marijuana is a legal substance as is alcohol. She asked if this would be the same for those who take prescribed pain medication and if it would be the same if they tested positive. Ms. Hancock responded they try to find out the reason something is in one’s system if they test positive. Once they have the information, then a decision is made. The use of “may” rather than “shall” provides this opportunity. Ms. Yudichak asked if an employee was pulled over due to concern about their driving and tested if the town would be responsible. Ms. Hancock responded that it would be, and this is one reason they take precautions regarding use of drugs or alcohol while working.

Mr. Luba explained that if someone who is going in for pre-employment screening cannot stay clean long enough to be able to pass the test, it draws and creates an issue as far as if this is someone the town wants to be in the position. He noted that different screening companies have different screening levels for what is considered a positive test. Mr. Luba added that testing is accepted across a spectrum of various employers and would like to know how many other towns follow this but feels it is reasonable and rational given the concerns.

Mr. Jones asked Mr. Wilkinson if the policies are publicly posted and if applicants are made aware in advance of the need to test for drug screening. Mr. Wilkinson responded that the personnel rules are on the website. They are given to all new employees and current employees will receive updated copies. When they hire someone, they are given a letter that states that they are required to take a pre-employment physical and drug screen. This usually takes place 2-3 weeks before someone starts work.

Ms. Nuccio commented that she is comfortable with the policy as written. The town has people working on the roads, working in dangerous conditions, and working with the public. She believes it is a standard practice and is not objectionable. When testing is done, a range is seen.

Ms. Yudichak asked if the town does random testing and if something is found, what happens. Mr. Wilkinson clarified that they do not randomly test employees for drugs. Only those who are part of the CDL program are randomly tested. Thus, there would need to be a suspicion which would be dealt with when needed. It would depend on many circumstances and each contract has a discipline process. Ms. Yudichak asked why random testing is only done in regard to CDL. Mr. Wilkinson noted that the testing program is run through the DOT. Attorney McHale noted that CT law does not allow for random testing unless there is a federal requirement to do so. In terms of CDL, it is a Department of Transportation regulation and is required. Ms. Yudichak commented that she would prefer random testing than pre-employment testing.

Ms. Murray referenced Item B, During Employment and the language regarding random drug testing and commented that it seems contradictory to what Attorney McHale stated. Attorney McHale responded that random drug testing is not allowed unless required. DOT and federal regulations for those with commercial drivers' licenses require them to be subjected to random testing. The sentence noted is intended to incorporate where testing is legally required, it is done. Ms. Murray asked if the pre-employment testing for cannabis is handled differently for exempt vs. non-exempt positions i.e., those positions that have the potential to impact the health or safety of employees. Attorney McHale responded that there is a prohibition on hiring those applying for a safety sensitive position specified in the regulations even with a medical marijuana card. Ms. Murray would like more information on what other towns are doing in terms of pre-employment testing for non-exempt employees. She asked if the Council could wait on approving revisions until it receives more information. Mr. Jones responded that there is urgency in applying some of the changes because the law noted takes effect July 1<sup>st</sup>. Mr. Wilkinson noted that the policy can be changed at any time. It was presented so it would be in line with the law taking effect July 1<sup>st</sup>. His recommendation is that a vote is taken but it is up to the Council.

*Ms. Nuccio motioned:*

***BE IT RESOLVED*** by the Tolland Town Council that it hereby approves the attached revisions to the "Town of Tolland Personnel Policies and Procedures" and "Substance Abuse policy".

*Mr. Luba seconded the motion.*

*Discussion: none*

*A roll call vote was taken.*

*In favor: Jones, Luba, Nuccio, Yudichak*

*Opposed: Murray, Khan*

*Motion passed.*

- 8.2 Consideration of a resolution to cancel the June 28, 2022 Town Council meeting.  
Ms. Jones provided background information on this item.

*Ms. Nuccio motioned:*

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the cancellation of the June 28, 2022 Town Council meeting.

*Ms. Murray seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

- 8.3 Consideration of a resolution appropriating \$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations and the setting of a Public Hearing thereon for July 12, 2022.

Ms. Hancock noted that this is part of the normal process they do every year. The capital improvement plan included these items as potential bond funded projects. They need to go through the process of introducing this in the previous fiscal year and since the June 28<sup>th</sup> meetings has been cancelled, it is being presented this evening. A public hearing will take place in July which will allow for approval and put the bonding resolution in place which allows the town to issue the debt. Many projects are being considered for other funding sources. This resolution will not prohibit them from doing anything differently. Ms. Hancock noted that she confirmed this with the bond counsel.

Ms. Nuccio asked about end of year balances and if any could be used toward the items noted. Ms. Hancock responded that the final numbers are not yet available. Ms. Nuccio noted that she would like a high-level estimate by July 12<sup>th</sup> so they can see if any money remaining from this fiscal year can be used rather than issuing debt.

Ms. Yudichak noted that it was discussed in the ARPA subcommittee meeting and would like the \$750K to be on the subcommittee's next agenda. Ms. Hancock noted that the resolution can be passed on July 12<sup>th</sup>, and they can still choose to use the ARPA funds rather than issue debt. The next debt issuance is not until September but given what it will take to put the fire truck bid together, they would not be ready to issue debt for it at that time.

Mr. Luba confirmed that these are not new items. They have been addressed and previously approved during the capital budget discussion. Ms. Hancock noted that after they go through the budget process and referendum, the capital program is traditionally confirmed and ready to go forward July 1<sup>st</sup>.

Ms. Murray commented that this is an implementation of the budget that was passed.

Ms. Hancock noted that the charter requires the bonding resolution to be in place and this is how it is done in terms of timing.

*Ms. Yudichak motioned:*

**MOTION** that the following resolution be introduced and set down for a Public Hearing on July 12, 2022 at 7:00 p.m. via a Hybrid Meeting in the 6<sup>th</sup> Floor Town Council Chambers:

**DRAFT RESOLUTION**

**BE IT RESOLVED**, by the Tolland Town Council that it hereby appropriates as follows:

*\$750,000 for purchase of fire rescue truck, appropriating \$140,000 for resurfacing of track, appropriating \$115,488 for lawn mower acquisition and appropriating \$191,878 for ADA walkway improvements, and authorizing the issuance of up to \$1,197,366 bonds and notes to finance the appropriations. A copy of the full text of the resolution is recorded following these meeting minutes.*

*Mr. Khan seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

*[Mr. Reagan was not yet in attendance.]*

8.4 Consideration of approval to Transfer funds from the Ambulance Reserve Fund account to the Capital project Engine Tank 240 (ET-240) refurbishment.

Ms. Hancock provided background information on this item. She noted that this item was in the capital plan to be funded with the Ambulance Reserve Fund. Historically, refurbishments etc. have been paid from this fund. Tonight, they are requesting appropriation of the funds prior to July 1<sup>st</sup> in order to get the contract in place so an order can be placed. Additionally, they are requesting a bid waiver due to consistency and familiarity with the equipment by the same vendor who recently worked on another vehicle. They went out to bid last time for the same type of vehicle and this vendor was the lowest bidder. The vendor maintains the town's equipment, is familiar with the pump systems, and has done an excellent job. Chief Littell has requested the bid waiver not only for these reasons but also due to the timing of another potential price increase at the end of June.

Ms. Yudichak asked how much is in the Ambulance Reserve Fund. Ms. Hancock noted the balance is \$627,582. Ms. Yudichak asked if ambulance replacements are needed as well. Chief Littell responded that they are, and it would be another dialog. They always maintain the balance to ensure enough funds are available and what remains is used for repairs. Ms. Hancock noted that the ambulances are the first priority for use of the fund, and one is on order. A purchase order is in place and its cost is not included in the \$627,582.

Ms. Murray asked if the specs of the refurbishment are identical to the one in 2020. Chief Littell responded that the 2020 truck was a 2000 model (ET140) and is the sister truck of the one being discussed which is a 2005 model (ET240). The vendor knows what needs to be addressed and does its servicing. He noted that a delay will have an increase in the estimate and a delay in getting parts. This is a solid truck that will provide another 10-12 years of service. Ms. Murray confirmed that the

specs for this vehicle model are identical to those that went out to bid in 2020 and that the town was satisfied with the service and wishes to use the same vendor. Ms. Murray confirmed that they do not have a written policy for the Ambulance Reserve Fund. Chief Littell provided a history of the fund which is set up to replace ambulances first. Ms. Murray confirmed that this item is not an unusual use of the fund, and they are following past precedence.

Ms. Yudichak commented that many of the fire department's items are on the ARPA subcommittee's list including ET240. She asked if it would be better to use the ARPA funds for this item. Ms. Hancock responded that she believes the best use for ARPA funds is for capital items being paid for with debt or the general fund.

*Ms. Yudichak motioned:*

***WHEREAS***, the Town of Tolland originally had scheduled this as part of a previously approved Capital Project for FY 2022-2023, the refurbishment of fire apparatus Engine Tank 240, a 1,000 gallon frontline apparatus;

***WHEREAS***, Town staff recommends that the Town agree to allow Engine Tank 240 the 2006 Pierce fire apparatus be refurbished by Fleetmasters Sales and Service Company

***WHEREAS***, historically Fleetmasters Sales and Service Company has provided the Town with exceptional service, is familiar with this apparatus and its pump, and is well-qualified to undertake a specialty project of this magnitude. Fleetmasters performed a refurbishment in 2020 on ET-140, which is the exact same type of apparatus and that work was previously bid with Fleetmasters being the most qualified bidder;

***WHEREAS***, the Town has been advised of potential pricing increases and extended lead time requirements by the vendors who perform this service;

***WHEREAS***, it is recommended to waive the formal bid requirements which is permitted under Town Policy A-176 11D(7) because it is in the best interest of the Town;

***NOW THEREFORE BE IT RESOLVED***, that the requirements for bidding the refurbishment of ET-240 a 2006 Pierce is hereby waived in accordance with Town policy A-176 11D(7) and the Town Council hereby authorizes Lisa Hancock to execute an agreement with Fleetmasters Sales and Service located in Windsor Locks, Connecticut for the refurbishment including parts, labor and materials not to exceed \$180,000 and appropriating these funds from the Ambulance Reserve fund prior to July 1, 2022. This was the original date that the funds would have been effective.

*Ms. Nuccio seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

- 8.5 Review of Town Council Goals that were set on December 28, 2021.  
Ms. Hancock provided background information on this item.

Ms. Hancock explained that she has tried to address as many of the Council's goals as possible and reviewed the Town of Tolland, Town Council Goals – Final 12/28/2021; 2022 through 2023 document.

- 1.a – Town Manager Search process completed May 2022. In December, they not only looked at the goals but also put together a strategic planning process based on the current town vision and mission. Part of the Council's goals was to create a new vision and mission that will be the responsibility of the new Town Manager if the Council decides to move forward on this.
- 1.b – During the budget and union negotiation processes ideas were discussed. Several offices are providing training and cross-training for succession planning. The greatest issue right now is retention.
- 1.c – A review of ARPA fund allocations took place.
- 1.d – A strict debt management plan is maintained. Use of a debt reserve fund has helped relieve the impact of debt going on the books. Tolland received one of the highest ratings in the country by Standard and Poore's for Financial Management and a strong fund balance policy is in place.
- 1.e.i – Ms. Hancock started a process with another town for possible animal control consolidation, but that town has pulled out due to situations in its community. IT services are being shared with another town and this is going very well with many talent levels available.
- 1.e.ii – They have applied for a grant to help update and increase fire EMT staff. Capital equipment has been included in the capital plan.
- 2.a – The Council and Interim Town Manager addressed current and long-term capital equipment needs during the budget process.
- 2.b – They went out to bid for Stations 340 and 440 and 6 bids were received. The lowest bid to address Stations 340 and 440 was close to \$4.8M. The bond referendum was for \$5M for 3 stations. Ms. Hancock is authorized to sign a contract to award the bid, but it will use almost the entire appropriation. Station 140 has a crumbling foundation that is being monitored and is fairly secure. The bid for 340 and 440 needs to be awarded before July 31<sup>st</sup> to reduce delays in supplies and avoid cost increases. Ms. Hancock recommended moving forward with 340 and 440. Since safety does not appear to be an issue right now, the Council may delay work on 140. The contract can still be awarded but they will have to carve out 140 as a change in scope in the original bond. They did not plan on addressing 140 until 340 and 440 were complete. The estimated cost for 140 alone is a little over \$3.2M. A number of funding scenarios can be considered such as \$1M from the state and a STEEP grant (\$500K) leaving approximately \$1.7M. Another bond referendum would be needed because it is a separate project and other debt is being issued (agenda item 8.3) if issued in the same fiscal year. If the bond is kept to \$1.2M, they would not need to go for a referendum. Another option is to wait to address 140 for a few years until debt starts falling off the books. Ms. Hancock noted that they would like to award the bid so they can move forward on 340 and 440. Mr. Jones confirmed that this has already been approved and Ms. Hancock is seeking verbal consent to move forward. Mr. Jones noted that Ms. Hancock reached out to him and Mr. Reagan regarding this and they were ok with moving forward with 340 and 440.

Ms. Nuccio confirmed that the referendum that was passed for \$5M was for 3 stations. The bid is for Stations 340 and 440. Ms. Nuccio asked if an amendment would be needed. Ms. Hancock responded that it would not be. The appropriation is in place and the bond

resolution did not split out the amounts for each station. It was agreed that the public needs to be made aware that the \$5M will only cover 340 and 440.

Ms. Murray noted that the building committee for the project is internal staff and asked if it has gone through a full value engineering (VE) review and how much was saved. Assistant Chief Dojan responded that they have, and the project is for the bare-bones and provides what is needed. Ms. Hancock noted that there really was not any savings after the VE review. Chief Littell noted that there are items they would like to include when considering the future growth of the town.

Ms. Nuccio confirmed that the \$4.8M includes a contingency.

Ms. Murray received confirmation that the building committee reviewed the plans to ensure they meet the end user needs and that any opportunity for VE has been considered. Ms. Hancock recommended that Station 140 have a formally appointed building committee.

*Mr. Luba motioned to do a straw poll to direct Ms. Hancock to move forward with Stations 340 and 440.*

Ms. Yudichak asked if there could be a situation given increased pricing where they could not cover the cost of the project. Ms. Hancock responded that once the bid is awarded, the cost is locked in unless something is unforeseen. Prices cannot be increased.

Ms. Murray asked for the contingency amount. Ms. Hancock noted it is \$424,600. Ms. Murray asked why it is so low at under 10%. Even with Station 140 broken out, the contingency is less than 15% in a volatile market. Ms. Hancock noted if the entire \$5M is used, the difference (approximately \$200K) as well as other possible funds, if available, would be added to the contingency. Ms. Murray noted the contingency, with the items noted would be 14.5% and is concerned about starting a project and not being able to finish it. Ms. Murray asked if spec reviews were done to ensure the specs will meet the needs of the project. Assistant Chief Dojan noted that the buildings will be serviceable.

Mr. Luba commented that given the magnitude of scale, he has faith in what the building committee has presented and is comfortable going forward.

Ms. Nuccio asked if the \$1M from the state is dispersed if it would become part of the available funds and how it factors into the \$5M. Ms. Hancock explained that the bond resolution states that any bonding issued would be offset by any grants received. Part of the reason they held off on Station 140 was because of the grant – different processes are necessary when there is state funding. The intent is to use the \$1M for Station 140.

Ms. Murray asked if Mr. Luba would revise the motion to have a straw poll to learn if anyone objects to Ms. Hancock moving forward which she is already authorized to do.

*Mr. Luba amended his motion for a straw poll to ask if anyone objects to Ms. Hancock moving forward.*

*Ms. Murray seconded the motion.*

*A straw poll was taken.*

*No Council members objected to having Ms. Hancock move forward.*

- 2.c – Mr. Werbner did a tremendous amount of work on this item. The goal has been met and they are always moving forward.
- 2.d – Ms. Hancock has reached out to state and federal representatives and will bring the new Town Manager up to speed. An application for a loan has been submitted.
- 2.e – A historical architectural landscaper will be at the June 29<sup>th</sup> meeting with results of the study. A “grass mat” was purchased, installed, and compliments have been received. They are looking at a contract to review ADA access at other town facilities and properties. Mr. Jones gave kudos to the donors and Public Works.
- 2.f – A Girl Scout troop is looking at other areas, along with the consultant.

- 3.a.1. – They have worked with various recreational opportunities with the Miracle League and while it did not pan out, it was a significant effort. The end result was what was in the best interest of the town. A new part-time position is being implemented in the Recreation Department that will hopefully be self-sufficient in the future.  
Ms. Yudichak commented that she is disappointed about the Miracle Field. In the paper it said that the Council made the decision, and it did not. The decision was made by leadership. They may have come to the same decision at a Council meeting, but she is disappointed in how leadership came to the decision. It should have been a Council decision.
- 4.a.1.a – An inventory was prepared of commercial open space and the Planning Department developed an interactive mapping system.
- 4.a.1.b - Ms. Hancock has worked with developers to make sewer regulations easier for all developers as well as discussed planning fees to make it more affordable.
- 4.a.2.a – A policy has been drafted which will be presented to the Council
- 4.b – They have tried to get involvement via different items including social media. Ms. Hancock worked on posting educational videos for the public.
- 4.c – The Mental Health & Substance Use Task Force continues to provide recommendations for community needs. The ARPA subcommittee will review the recommendations to determine the best way to proceed.
- 4.d – The State Legislature approved the statute to continue the use of remote and hybrid meetings.

8.6 Consideration of a resolution to amend Chapter A176-6 of the Town Code, Policy Number 6: Policy Regarding Use of Tolland Green by Groups and Organizations.

[Excerpts related to this item from the Council's minutes of the July 28, 2020 and September 22, 2020 meetings were distributed to the Council and are attached to these minutes.]

Ms. Hancock explained that they reviewed the minutes and other documentation regarding this item. She reviewed the proposed modifications: clarification of the purpose of the policy, lessening the amount of time needed to apply for use of the Green, identification of groups allowed to use the Green, updates to the governmental structure information and waivers, allowance to park on the Green, ability for the Town Manager to waive requirements for the insurance certificate, allowance of waivers for the Town Manager to make the process more efficient with the exception of organizations that need Town Council approval.

Mr. Luba commented that he believes what is laid out captures the discussion and concerns previously voiced. He asked for the Council's support.

Ms. Murray agreed that this is well put together. She confirmed that the amendment to Town Code does not have to go to a public hearing.

Ms. Hancock expressed special thanks to Megan Massa who did a lot of work getting all the information together and creating a draft document for Ms. Hancock to review. Ms. Hancock noted that Mr. Corcoran provided input as well.

Ms. Nuccio agreed that Ms. Massa is a rock star and appreciates all she does.

*Ms. Murray motioned:*

**BE IT RESOLVED** that the Town Council hereby amends Chapter A176-6 of the Town Code, Policy Number 6: Policy Regarding Use of Tolland Green by Groups and Organizations pursuant to the updated policy agreed upon on June 14, 2022.

*Ms. Yudichak seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

8.7 Appointments to vacancies on various municipal boards/commissions.

8.7.a. Appointment to the Parks and Recreation Board

*Ms. Nuccio motioned to appoint James P. Leahy for a term of 06/14/22 – 11/05/22 to the Parks and Recreation Board.*

*Mr. Luba seconded the motion.*

*Discussion: Mr. Luba commented that while there were a number of qualified applicants, Mr. Leahy had qualifications that were above and beyond. Mr. Luba encouraged those who were not selected to consider other positions. Ms. Nuccio confirmed that the 1 vacancy listed for the Parks and Recreation Board is being filled by Mr. Leahy. She added that she has known Mr. Leahy for a long time and when it comes to recreation and kids he stands out. She believes he will be an asset to the Board and highly endorses him. Mr. Jones concurred that it is difficult to think of Youth Soccer without thinking of Mr. Leahy and welcomed him. He is well-qualified and will be an asset to the Board.*

*Ms. Yudichak asked if thank you notes will be sent to those who were not selected. Ms. Hancock noted that procedures are in place so that will happen. Mr. Luba noted that it is their policy not to notify anyone until after approval.*

*All were in favor. Motion passed unanimously.*

Mr. Jones noted that anyone interested in open positions should reach out to [vacancies@tollandct.gov](mailto:vacancies@tollandct.gov).

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):**

Ms. Murray commented that she was disappointed to see that an update on the Miracle Field was not included under this item.

10. **REPORT OF THE TEMPORARY TOWN MANAGER**

- Ms. Hancock thanked the Council for the opportunity. It has been her pleasure to serve Tolland for almost 9 months.
- Ms. Hancock provided information about the Miracle Field. She explained that a lot of work went into taking into account everyone's considerations for the contract. She discussed with Mr. and Mrs. Leibowitz, Mike Byam and representatives from Miracle League everything that was requested. Some items were able to be negotiated but others were not going to happen. At that point, Ms. Hancock's intention was to bring it to the Council for discussion. One of the major items was an agreement to replace the field in perpetuity and they were not willing to do so. The other portion was payment of 100% of the maintenance fees but they were only willing to pay for the time they were using the field and felt that the town would have to pay for the time it used the field. Further, the Board of Education had concerns since it was on Board property. Ms. Hancock provided background information and explained that the Miracle League looked at the

recommended location at Cross Farms as did town staff. That location would be much more costly than the area at Birch Grove recommended by David Garritt but it needed clearing. The Council discussed using ARPA funds to cover this. Ms. Hancock noted that there were also concerns about what the field would cost taxpayers in the future and discussions about liability if the field was not replaced and the impacts including how it may sit politically and publicly with the community. Her goal was to bring a contract to the Council that would be acceptable. When it reached the point where she knew it would not be what the Council wanted, she requested a meeting with leadership and asked each to reach out to their caucuses due to the time constraints and the Miracle League wanting it to be done by the end of May. Ms. Hancock noted that at the meeting she was looking for direction. It was felt that the most important items desired in the contract would not be agreed upon by the Miracle League and at that point was told it was best to let the Miracle League move on with another alternative. Ms. Hancock noted that she was in support of the field.

Mr. Reagan commented that from his perspective they asked the town attorney (Attorney Conti) to return with a contract that would be agreeable, and he was unable to do so. Thus, they did not have anything to present to the Council. Attorney Conti received the Memorandum of Understanding from East Lyme and stated that he would never sign it. Mr. Reagan explained that this was enough for him. Neither Mr. Reagan nor Mr. Jones had anything to bring to the Council. Mr. Luba asked if the Miracle League was willing to sign a binding contract. Ms. Hancock responded that she believes they would have signed a binding contract. Initially they wanted a memorandum of understanding but understood the need for a more formalized process. The concern they would never sign was being held personally liable to replace the field – they were committed to replacing it one time through fundraising. Ms. Hancock noted that there were many concerns about what the town would do if the fundraising was not done. The Board of Education had concerns, since it is on Board of Education property, if it would have to pay replace and maintain the field. Ms. Hancock noted that they were willing to make an upfront commitment of \$50K in a trust fund although field replacement would cost more but they felt they could commit to replacing the field one time but not in perpetuity.

Mr. Reagan commented that they rely on Attorney Conti and he returned saying that he would not sign the memorandum of understanding he received. Ms. Hancock confirmed that Attorney Conti did not want there to be a memorandum of understanding.

Ms. Yudichak commented that she believes Ms. Hancock should have gone back to the Council. The Council may have come to the same decision. The decision was unilaterally being made and they did not go back to the Miracle League which, according to Ms. Hancock, may have bent on some of the items. Mr. Jones noted that there are some frustrations and he apologized. Ms. Yudichak commented that leadership could have at least reached out to their caucuses for input. Mr. Jones clarified that they were invited to meet with Ms. Hancock, Dr. Willett, Attorney Conti, and Mr. Wilkinson regarding negotiations to get an update and this is when they learned the information.

Mr. Luba confirmed that the Miracle League wanted a final agreement by the end of May and the meeting took place on Thursday morning. Ms. Hancock explained that the hope was if they could get the agreed upon language to go forward in a contract that Attorney Conti could work on over the weekend so it would be available for Tuesday's meeting.

Ms. Hancock noted that she had no intent of causing any problems.

## 11. ADOPTION OF MINUTES

- 11.1 May 19, 2022, Special Meeting Minutes
- 11.2 May 24, 2022, Regular Meeting Minutes

*Mr. Luba motioned to accept the minutes as laid out in 11.1 and 11.2.*

*Ms. Nuccio seconded the motion.*

*Edits: none*

*Motion passed unanimously.*

**12. CORRESPONDENCE TO COUNCIL**

(9 e-mail communications were received between May 25<sup>th</sup> and tonight as of 7PM)

- E-mail regarding an ARPA funding request
- E-mail regarding Miracle Field
- Emails (2) regarding the library
- E-mail regarding vacant seats on boards and commissions
- E-mail about tennis courts
- E-mails (2) about the Town Manager
- E-mail thanking Ms. Hancock for her awesome work

**13. CHAIRPERSON'S REPORT**

- The Memorial Day Parade was great.
- They are looking forward to the new Town Manager coming on board. Mr. Jones expressed gratitude for Ms. Hancock's stewardship and all the work she has done including that toward the Council's goals.
- Chair Hour was held last week. He noted that there was some concern expressed about the climate in various areas of the library.

**14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS**

- Ms. Yudichak thanked Ms. Hancock for all of her hard work and noted that she is outstanding in the Finance Department. Ms. Yudichak hopes Ms. Hancock knows how much she is appreciated. She and Mr. Foley will make a great team. Ms. Yudichak commented that in as much as she is disappointed about the Miracle Field, it has brought awareness for ADA and what is needed in town. They need to listen to the community and do better. She added that Dave Garritt reached out to the Council and asked about the status of Public Works and Cross Farms in regard to the flooding. Ms. Hancock responded that Public Works has been working on this to get it resolved.
- Mr. Luba commented that Ms. Hancock did an outstanding job and got the town through difficult times with style and grace. Her leadership has been truly appreciated and her mentorship and friendship to the Council has been outstanding and they are all better for it. She put her heart and soul into everything she did for the town, and he hopes she stays on as long as possible. Mr. Foley is lucky to have her as a mentor. Ms. Hancock noted that everyone works well together as a team, and this is what is important.
- Ms. Nuccio commented that Ms. Hancock is awesome and did a great job. She appreciates that she took all their questions and phone calls. Ms. Nuccio noted that the town received the DEEP report for the wells and the Town Council needs to review it. Ms. Hancock noted that Mr. Wilkinson is managing this and will arrange an executive session. Ms. Nuccio asked that the request for the ADA accessibility be on the ARPA subcommittee agenda. She would also like to look at free youth recreation activities.
- Ms. Murray commented that in her opinion the fact that they could not come to an agreement with Miracle Field was a complete failure by Tolland. She is not interested in placing blame, rehashing the details or minutia. She knows and appreciates that many people put a lot of hard work into it, but they failed. The project was about finding a place for children with physical and

cognitive challenges to play in a safe and supportive environment and now they do not have that place in Tolland. Ms. Murray stated that she is horrified and embarrassed that the town could not make such a space available to those children. On a positive note, she called out and thanked Nicole Kowal who organized the Pride in the Park event this past weekend. It was a wonderful event, and it was great to see so many Tolland residents of different ages and backgrounds show support and a welcoming environment. Ms. Murray thanked all who participated and the THS GSA which had a great bake sale.

- Mr. Khan thanked Ms. Hancock for everything. She helped him a lot. Regarding the Miracle Field, he does not want to play the blame game, but it was a failure. It is a shame to have lost it.
- Mr. Reagan commented how thankful he is for Ms. Hancock's stewardship. He noted that he was not crazy about the entire process but appreciates everything she has done. In regard to the Miracle Field, Mr. Reagan noted that he is not ashamed or embarrassed about how it all unfolded. They did their due diligence, did their homework, and paid for a study. A lot was done. Sometimes things do not work out, but they did everything they could. Mr. Reagan noted that he knew a lot of people would not be happy about this and he did not hear one person who did not want the field in town. Everyone wanted the field in town. Sometimes things do not work out. It is unfortunate but they did their best for the town. He is happy he did what he did for the town and believes it was the right thing to do.
- Mr. Jones commented that there is still a lot of frustration regarding the field, but he believes there are opportunities for ADA accessibility in the community. It was a very difficult decision and a loss. When one door closes another opens that will bring a benefit to the town and he looks forward to moving on this with the new Town Manager and Council.

15. **PUBLIC LISTED PARTICIPATION** *(on any subject within the jurisdiction of the Town Council) (3-minute limit)*

Lindsay Semerzaki, 127 Anthony Road, commented that they have talked a lot about ADA items and that the building [Town Hall] is extremely confusing. Often, they talk about disability as physical disability but there may be individuals with mild cognitive impairment, intellectual disability, or mental health issues. They take one step to the door and turnaround because they do not know where they are going. Ms. Semerzaki commented that the signage is awful. At the side door, she did not know if she was going in the right building and texted people to find out where to go. She commented that she did not know if a piece of paper and tape is in the budget but perhaps a sign on the door saying, "Town Council Meeting Here" and "Elevator Here" could be posted. Ms. Semerzaki commented on substance abuse. Marijuana can stay in the system for 30 days. If an individual smokes marijuana and a week and a half later a job at the town opens up for which they would be a great candidate, they would show up but have marijuana in their system. Perhaps a person with a substance use disorder had a significant amount of alcohol the night before, would the alcohol metabolites show up in the urine test? An alcohol metabolite test is usually a special order and costs a lot of money. Theoretically, both weed and alcohol are legal. If someone is tested for weed, they should also have the alcohol metabolite test because it will show alcohol and weed in the system for however many days. A person may have had alcohol the night before and gone to work hungover but not be obvious because they are not under the influence but there are secondary effects that weed may not have. Ms. Semerzaki noted that she is not saying she is pro-substances, and she is not pro-substances.

John Littell, 21 Tolland Green, commented as a department head, and that he believes he speaks for all the department heads, that they truly appreciate the work Ms. Hancock has done. If anyone goes back and forth, it is him and Ms. Hancock and she did a great job not only as the Town Manager but also managing the finances along with her staff. Ms. Hancock has heart. From his department and staff, they appreciate all her hard work and will be there for her.

16. **ADJOURNMENT**

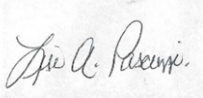
*Ms. Nuccio motioned to adjourn the meeting at 10:19 PM.*

*Ms. Murray seconded the motion.*

*Discussion: none*

*A roll call vote was taken. Motion passed unanimously.*

Respectfully submitted,



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Lisa Pascuzzi  
Town Council Clerk

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Town Council Chair

## TOWN OF TOLLAND

### TOWN COUNCIL

#### **RESOLUTION APPROPRIATING \$750,000 FOR PURCHASE OF FIRE RESCUE TRUCK, APPROPRIATING \$140,000 FOR RESURFACING OF TRACK, APPROPRIATING \$115,488 FOR LAWN MOWER ACQUISITION AND APPROPRIATING \$191,878 FOR ADA WALKWAY IMPROVEMENTS, AND AUTHORIZING THE ISSUANCE OF UP TO \$1,197,366 BONDS AND NOTES TO FINANCE THE APPROPRIATIONS**

RESOLVED, (1) That the Town of Tolland (the "Town") appropriate (i) the sum of \$750,000 for the cost of purchasing a fire rescue truck (the "Fire Truck Acquisition"), (ii) the sum of \$140,000 for the cost of the resurfacing of the track located at the Tolland Middle School (the "Track Resurfacing Project"), (iii) the sum of \$115,488 for the cost of purchasing one (1) 16' Toro lawn mower (the "Lawn Mower Acquisition"), and (iv) the sum of \$191,878 for the cost of construction of an ADA-compliant walkway to provide access from the parking lot to the upper athletic fields located at the Cross Farms Recreation Center (the "Walkway Project," together with the Fire Truck Acquisition, the Track Resurfacing Project and the Lawn Mower Acquisition, collectively, the "Projects"). The appropriations may be spent for design, manufacture and construction costs, equipment, materials, the preparation of bid documents and other preliminary materials, site improvements, architects' fees, engineering fees, legal fees, net interest on borrowings, costs of issuance, and other financing costs, and other expenses related to the Projects or their financing. The Town Council is authorized to determine the scope and particulars of the Projects. The Town Council may reduce or modify the scope of the Projects if funds are insufficient to complete all of the Projects, and the appropriations authorized hereby may be spent on the Projects as so reduced or modified. The Town Council may reallocate the appropriations among the Projects so long as the aggregate amount of the appropriations is not increased.

(2) That to finance said appropriation for the Projects, the Town issue bonds or notes in an amount not to exceed \$1,197,366 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said Projects). The bonds or notes shall be issued pursuant to the Charter of the Town, Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Projects or the receipt of grants for the Projects. The amount of the notes outstanding at any time shall not exceed \$1,197,366. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the "Officials") be authorized to sign said bonds or notes of the Town by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the

issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a municipal advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Projects. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Council shall approve any contracts with engineers, contractors, architects and other persons for the Projects.

(9) That the Town Manager is hereby authorized, on behalf of the Town, to apply for and accept state grants to finance the appropriations for the Projects, and to execute and file any application or enter into any grant agreement prescribed by the State of Connecticut.

(10) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Projects consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor:

Opposed:

I, Lisa A. Pascuzzi, the duly elected and qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on July 12, 2022 authorizing an appropriation of \$750,000 for the acquisition of a fire rescue truck, an appropriation of \$140,000 for resurfacing of the track at Tolland Middle School, an appropriation of \$115,488 for the acquisition of a lawn mower, and an appropriation of \$191,878 for the construction of an ADA-compliant walkway at Cross Farms Recreation Center, and to finance such appropriations authorizing the issuance of bonds or notes in an aggregate principal amount not to exceed \$1,197,366; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; \_\_\_\_\_ members were present at said meeting; a roll call vote was taken and \_\_\_\_\_ members voted in favor of said Resolution and \_\_\_\_\_ members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this \_\_\_\_ day of July, 2022.

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Lisa A. Pascuzzi  
Clerk  
Town Council  
Tolland, Connecticut

***NOW, THEREFORE, BE IT RESOLVED*** by the Tolland Town Council to declare that the Wanat Senior Park is Open Space, as defined in Section 113-1 of the Town Code, thereby delegating management oversight of the park to the Tolland Conservation Commission.

*Mr. Luba seconded the motion.*

*A roll call vote was taken. Motion passed unanimously.*

*Mr. Jones motioned to amend the agenda and move items 8.4 and 8.4.a to come before items 8.2 and 8.3 and become the new item 8.2.*

*Mr. Luba seconded the motion.*

*A roll call vote was taken. Motion passed unanimously.*

**8.2 Appointments to vacancies on various municipal boards/commissions.**

Ms. Nuccio welcomed the new members to the Commission. She is overjoyed and looks forward to seeing where they go and what they start doing. She asked Mr. Rosen how the Commission will begin. Mr. Rosen explained that a first meeting will be scheduled at which time the members will select a chair who will establish a regular meeting schedule. Once sworn in by the Town Clerk the members can begin doing business.

Mr. Jones thanked Mr. Luba for the work they did together during this process. It was heartening to see how many people were interested in being involved and engaged. Everyone was cordial and motivated to stay involved regardless of whether or not they were selected.

Mr. Luba echoed what Mr. Jones stated. It was an honor and a privilege to interview the applicants and it was a very difficult process. Everyone was extraordinarily qualified in their own ways be it through professional or personal experiences. This was not an easy decision and he encouraged anyone not selected to stay involved. Volunteers will be needed to get this project up and running.

**8.2.a. Appointments to Commission on People with Disabilities**

Mr. Jones motioned to accept the appointments to the Commission on People with Disabilities as follows:

Susan Lucek-Hughes, 777 Tolland Stage Road, term 08/01/20-07/31/21

Robert Deichert, 124 Fox Ridge Lane, term 08/01/20-07/31/21

Aaron Weintraub, 167 Dockerel Road, term 08/01/20-07/31/22

Randa Utter, 571 Sugar Hill Road, term 08/01/20-07/31/22

John Molteni, 5 Eastview Terrace, term 08/01/20-07/31/23

Kim Little, 16 Carter Drive, term 08/01/20-07/31/23

Walter Glomb, Jr., 53 Old Post Road, term 08/01/20-07/31/23

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

In regard to the Land Acquisition Board:

Mr. Jones motioned to appoint Jim Hutton as the Land Acquisition Board member for the Conservation Commission.

Ms. Falusi seconded the motion.

A roll call vote was taken. Motion passed unanimously.

**8.3 Discussion and review of §A176-6 of the Town Code, Policy Regarding Use of Tolland Green by Groups and Organizations.**

Mr. Rosen reviewed this item including the current policy that was last updated in 1984. He added that in terms of the current procedure, when a group or organization requests to use the Town Green there is a permit procedure. The Town Manager's office signs off on it and there are stipulations and regulations that apply to the use of the Town Green. Mr. Rosen reviewed the document that is distributed to those who request to use the Town Green and explained the reasoning. The permit is issued so they can keep track of who is using the Green and how many people as well as the materials and equipment that is brought to the Green. The Town Council, as the entity that has been delegated the stewardship and protection of the Green, is the entity that enforces it through the Town Manager's Office. It also helps with scheduling and prevents people from being unduly removed from the Green because they have been regulated to be there. Thus, it helps keep order and ensures people are not interrupted when using the Green. Further, through a permit process, it allows staff the time to plan and if it needs to come to the Council for any reason then this can be done. Additionally, it allows the Resident State Trooper's Office to be alerted in regard to traffic control. Mr. Rosen noted that there is also an insurance requirement that can be waived but is generally for larger gatherings with multiple moving parts or equipment. They ask for insurance to protect the Green. Regulations include that motor vehicles may not be parked on the Green and while tents may be erected they request that damage to turf is minimized. Portable restrooms may not be placed on the grass and the condition of the Green must be left as it was before the event. Requests for specific locations (4 locations exist) on the Green will be honored to the best of the Town's ability. Thus, multiple events may take place at the same time.

Ms. Nuccio inquired what would cause an item to need to come before the Council. Mr. Rosen explained that it would be due to items A & B. Thus, an organization not listed could petition to use the Green.

Mr. Schenher explained his reasoning behind his petition to discuss this item. This policy does not reflect the needs of Tolland and should be updated to reflect people's constitutional rights to freely assemble. He has no doubt that the original intent of the regulations and the current implementation of them was never to impede or infringe on people's rights; however, how it is written the regulations put the town, the Town Manager's Office, and possibly the citizens of Tolland in direct opposition. He would like to rectify this. Items he would like to discuss include the non-commercial use of the Town Green. He does not believe this should not be subject to any approval or permitting process that goes to Town Hall. He would prefer to see a reservation policy rather than a permitting process for groups and organizations that plan larger events and may need input from the town. When the Green is not reserved, the Green should be able to be used on a first-come-first-served basis. At the very least Mr. Schenher would like to see the removal of the 3 week/1 week item for non-commercial use. Further, he believes the proof of liability insurance is a hindrance for non-commercial use.

Ms. York asked Mr. Rosen about the 1 week/3 week timeline and what is preferable for the Town Manager's Office. Mr. Rosen explained that the General Codes states 3 weeks (1984 iteration) but in the document distributed it states 1 week. He explained the 1 week is likely adequate but if there is a for-profit organization that wishes to use the Green, or an out-of-town entity, that it would need to petition the Council and without the 3 weeks the ability to do so is lost. Ms. York recommended wording that if it is for commercial use, a for-profit organization, or an entity outside of what is listed in the applications need to be submitted within at least 3 weeks of the event so it can be reviewed by the Council. Mr. Rosen explained that as written, usage is limited to non-profit organizations or town government entities. The only way around this is in item B of the 1984 version. Ms. York suggested modifying item A to say use of Tolland Green for gatherings is open to all residents and not-for-profit organizations of Tolland on a first-come-first-served basis; any non-commercial use does not need permission by the Town. If someone is outside of this an application needs to be submitted 3 weeks before the event. She inquired if an ask would be needed. She added that all must abide by local

laws regarding alcohol, pedestrian safety and other items. In regard to liability, she suggested a blanket statement that there is an insurance requirement. Organizations are encouraged to have insurance but it can be waived yet the Town cannot be held liable for any personal injury or property damage that occurs while use of the Green takes place.

Mr. Jones commented using the prom as an example. Traditionally an organization or the Board of Education makes the reservation to use the Green for photos through the Town Manager's office. There was an incident once when it did not take place and there was a bit of chaos to ensure safety. He asked Mr. Rosen if when there is an application, after it is process and approved, if members of the Historic District need to be notified. Mr. Rosen responded that he does not believe that as part of the current permitting process that the Historic District Commission is notified. Mr. Jones would like to have a process in place for residents who live in the area of the Green to be notified. Mr. Jones supports an increased use of the Green for more social gatherings as long as the Green is protected.

Mr. Luba commented that during the discussions on the flag policy, the issue of the Town Green was discussed. Town Greens have a hallowed position for gatherings. It is a place where the townspeople would get their news, information, and exchange ideas. He is in support of reducing some of the restrictions and believes it should be able to be used as people see fit as it always has been. That said, with the first amendment issues the Town Green has, they can place certain time/place restrictions so having some type of permit requirement would be appropriate. He does not believe a 3 week notification is needed and concurred with the 1 week timeline. Mr. Luba explained that the liability issue is not just for the town but for the people holding the event. Other residents live in the area and while they have not had any major issues, the Council cannot ignore the possibility of those issues. He wants to ensure homeowners and residents in the area are properly protected as well. Mr. Luba suggested, in regard to section A, reduce "3 weeks" to "1 week" and in regard to section F, revise to say that the organizer of the event should get an insurance policy or alternatively, if they choose not to, that they sign a waiver acknowledging that first the town will not be held liable for any injuries or damages that may occur during the event and second that they assume personal liability for any issues that may occur as part of the event. Mr. Luba noted that this is a standard legal procedure. In regard to notification of the residents in the area, he recommended putting the burden on the applicant. If the permit is granted, then the organizers must provide written notification to the residents within the area of the Town Green. This takes the burden off the town and is as it is normally done when it comes to other events with which Mr. Luba has been affiliated. Lastly, he recommended adding that if a group chooses not to follow the permit policy that it would be liable for any damages or injuries that occur due to the event as well as any additional expenses for public safety or public works that may be encountered by it. Mr. Luba explained that he does not want to make this overly onerous but he does not see why they should increase the liability of the town or have additional liabilities faced by residents in the vicinity of the Town Green.

Ms. Falusi commented that the superintendent notifies the town and police when the prom is as a courtesy. It is a tradition. The Green has the opportunity to have more traditions like this over time. She agrees with reducing the 3 weeks to preferably 1 week. She does not agree with using terms that are restrictive of the types of organizations or programs that can show up on the Green such as "of the town" since there may be a chapter in the town. She provided the example of St. Matthew's Church whose home office is in Vernon and may want to do a food drive. She is against any restrictions on saying that a civic or non-profit organization needs to be from Tolland such as Food Share. She likes the idea of moving from a permit process/application to a reservation application. Ms. Falusi requested that the next packet contain the permit application. She also suggested that rather than putting the burden on organizers to notify neighbors that the Town uses an online calendar. She would also like to see an updated map of the Green. Ms. Falusi believes they need to ensure residents know they can still show up on the Green if they want to get together in a socially

distant way or sit on the Green to read a book. Ms. Falusi commented that she does not agree with having an insurance policy for everyone. It should be waived for demonstrations and/or protests. One cannot hold a college student responsible for the actions of others who show up for an event. To have them sign a waiver that they accept their own risk and personal liabilities is fine but to have them assume the risks of others is inappropriate.

Mr. Reagan asked for more clarity on the liability issue. He asked if there has ever been an incident on the Green where someone has been hurt or there has been damage. How does liability insurance work for a one day policy or a partial day policy? Is it overly burdensome in terms of expense? Mr. Rosen responded that since he has been in Tolland they have not had any issues. He asked the Public Works Director who responded that there has not been any significant damage in his recollection but they do inspect the Green after every use. Ms. Falusi commented that she had to get a policy for a personal event and it was a bit prohibitive. Mr. Luba noted that he was involved in getting a one day policy for a large scale event. There are insurance agencies that are willing to offer liability insurance at a reasonable price depending on the event. They had one for an event of over 600 people and it was not overly prohibitive in terms of cost.

Ms. Nuccio clarified that if an entity which wanted to hold an event on the Green did not fall within the existing policy then it would have to come before the Council. Mr. Rosen confirmed that this is correct – a for-profit or out-of-town organization. In terms of the timeline, Ms. Nuccio suggested that perhaps it could be scaled based on the request. She recommended delineating between those in Town who wanted to use the Green for a gathering and a for-profit entity. Ms. Nuccio posed the question that as conservators of the Green how they would handle damages if they were less restrictive across the board. She is concerned about safety and posed the examples of playing Frisbee on the Green and it hitting a car or a child chasing a ball into the road and wants to understand the liability for the town. In regard to liability insurance, a for-profit organization should be required to have insurance. She is uncertain if people gathering on the Green need insurance when considering a large group of people and the busy road. Ms. Nuccio commented that she is a little concerned that they are making it more onerous by stating that organizers must notify the residents in the area of the Green. She is in support of having a reservation system and recommending having a separate calendar listing the events on the Green. Ms. Nuccio is in support of having a 3 week timeline for for-profit entities and those in town should have preference. Someone from out of town should have to request permission and have liability insurance. It is the Tolland Town Green. If something has a chapter in town then it is a Tolland organization. Ms. Nuccio would also like to know how damages to the Green would be handled and the legal repercussions in regard to damage.

Mr. Schenher clarified that his position is that he wants everyone to need to make a reservation. In terms of liability, he posed the example of having a group hike on a trail but if they then go to the Green they are in violation of town code. This to him is unacceptable and needs to change. He wants people to be able to express themselves without going through the "rigmarole" of insurance. They do not need a permit or insurance to use Crandall. Why is the Green different? This is what he wants to change. Ms. Nuccio explained that organized sports have insurance. An organized event would need liability insurance vs. an unorganized event. Mr. Schenher asked what an organized activity entails.

Mr. Jones commented that group use of Tolland Conservation Areas requires the submittal of a form and notification including the estimated number of participants and if it is open to the public with the responsible party's name and address. This ensures trail work/maintenance would not conflict with the event and most trails are only open dawn to dusk. Mr. Jones asked about seasonality usage/limitations i.e. at certain times if the Green would be more prone to damage or in terms of night use. Mr. Rosen noted that there are not restrictions in the current policy. If it was something that was going to occur at night then special arrangements would have to be made and overtime may

be necessary and the financial aspect considered. Mr. Rosen noted that the information and application may be found at <https://www.tolland.org/town-managers-office> under Tolland Green Use Permit Procedure.

Mr. Luba commented that he is all for having the Town Green open to use as much as possible without restrictions. He is not as concerned about the liability and injuries of event participants but damages done to homes in the area. The town can always be held liable for any lack of maintenance when one is injured. If one is injured on a trail because of a known hazard, then the town is liable. Mr. Luba explained that they are legally custodians of the Green. If they allow someone to use it then as a licensee/permittee under law they assume the risk. While he wants it to be open for people to use, his main concern is the liability aspect for an organized gathering in regard to people who may be injured on the Green or damage to neighboring homes. He noted that he respectfully disagreed with Ms. Falusi in regard to not holding the organizers responsible for any liability. Organizers are always responsible. One who organizes is legally responsible. Mr. Luba explained that one has to "hope for the best and plan for the worst". To say an organizer should not be held liable or not be required to have insurance or sign a waiver – he is in disagreement. This is not what the law is. If someone is not willing to accept responsibility for what may happen at the event they are organizing then perhaps they should rethink the event. He wants people to be able to gather and protest if they choose to do so but is not willing to expose the town to potential issues. His position is consistent with what the law requires.

Ms. York commented that she reviewed the permit procedure document referenced by Mr. Rosen. It notes that insurance is required and that the Town Manager reserves the right to waive the need for the insurance. She noted that it could be added to item 8 that if an individual does not have insurance then they need to sign a waiver stating that the town is not liable. Much of what is being discussed is already in the document. Most non-profit organizations and 503c entities have liability insurance. Many items in the policy are not up to date so they could look to the permit procedure document on the website and include specificity regarding liability insurance in regard to the ability of the town manager to waive the requirement. Ms. York explained that an entity hosting a protest may choose not pull an insurance policy they may need to sign a waiver. She added that a notification for events should take place at least a week prior. She does not believe people will be playing sports on the Green. What they are talking about is a policy for use of the Green by organizations. Some edits are needed to the policy and it should be reviewed again at a future meeting to ensure that both the policy and what is online are consistent.

Ms. Falusi commented that she would like to find out from the town's attorney what kind of liability is covered on the Town Green for people using the Green. If a kid kicks around a soccer ball and breaks an ankle what is the liability? She would also like to know the difference between non-profit and not-for-profit. She wants to see less regulation when it comes to using the Green. It is public space paid for by the taxpayers and everyone should have access to use the Green and they should not put policies in place that make people feel they are unwelcome especially when it comes to expressing views or sharing time with neighbors. In regard to seasonability, at least 2 events happen on the Green during the winter and events take place during snow and rain. Holding events means they will have to reinvest in the grass and pick up after people after parades. These are the expectations of a public open space. Ms. Falusi feels they are becoming unwelcoming and some organizations may not feel welcome to use the Green. Her first amendment rights require her to pull a permit if needed but not to take out insurance. She disagrees with requiring anyone doing a protest or demonstration to take out an insurance policy. She would be interested in seeing what can be done in regard to a waiver but personal responsibility for everyone who may show up for a public event or demonstration is inappropriate. She would like to hear the town attorney's ruling on this.

Ms. Nuccio commented that she takes a bit of an exception saying that they are making the Green unwelcoming for people. Mr. Schenher brought this up because he felt the policy was too restrictive. They are looking at making it less restrictive. No one has indicated that they are trying to make it unwelcoming. Ms. Falusi commented that she is hearing phrases that sound like they are trying to restrict people by creating more policy.

Mr. Reagan spoke in regard to the spontaneous gatherings on the Green. He believes they need to differentiate between organizations that want to use the Green to deliver a message and a spontaneous gathering. They do not want to be burdensome to those who live on the Green or make people feel they cannot gather on the Green without permission. He added that organizations perhaps should take out liability insurance or sign a waiver but they should not be burdensome to people who live on the Green.

Mr. Schenher clarified that it is responsible to close parks between sunset and sunrise. As far as public safety, he would like to hear from the resident state trooper or the fire department on how this is handled and what determines if public safety is needed at an event and how it is paid for. Mr. Rosen responded that it is in the current version of the policy as item C and cited the language.

Mr. Luba commented that his one question is in regard to when talking about organizing an event and the issue of liability. What would one tell a homeowner whose property was damaged during an event? What would you tell the operator of a motor vehicle that was involved in a motor vehicle accident because of the actions of trying to avoid someone at an event? This is his concern. There needs to be a resolution in regard to the issue of liability by the event organizers. Did the homeowner assume the risk by moving to the Green? Did the driver assume the risk by driving through the Green?

Ms. Nuccio asked Mr. Rosen to quantify what has been discussed. She asked the members to review the policy and the application. She would like them to refine their suggestions for the next time this item is discussed. Mr. Rosen noted that items cannot be compiled into a singular red-lined document just yet. On an upcoming agenda all of the ideas can be presented and straw polls can be taken. He also suggested having staff such as Mr. Lappen, Chief Littell, and/or Resident State Trooper Kevin Eklund in attendance. They may be able to ask the town attorney offline if an opinion can be issued.

Mr. Jones recommended looking to other towns with town greens to find comparable language so they may be able to utilize existing practices in other towns that could be applicable to Tolland

Mr. Luba asked Mr. Rosen, in regard to the insurance issue, to check the town's liability issue and if the town authorizes an event what the liability would be by authorizing the event if damages or injuries occur.

Mr. Luba motioned to table this item until a further date and take this issue up again once Mr. Rosen has the information that has been requested.

Mr. Schenher seconded the motion.

A roll call vote was taken. Motion passed unanimously.

#### **8.4 Discussion and review of §A176-15 of the Town Code, Town Green and Fire Training Center Sign Policy.**

Mr. Rosen reviewed this item. The most recent iteration is dated 2010. They generally allow up to 5 signs and they are allowed to be displayed for 2 weeks.

Ms. Nuccio explained that the language of signage policy indicates that it is for town information and announcements; it is not for for-profit organizations. She would not want to see commercial signs but

- E. Persons employed in a professional capacity to make or conduct a temporary or special inquiry, study or investigation or who are employed for a temporary period and designated by the Town Manager as temporary employees.
- F. Volunteer personnel.
- G. Persons employed under individual contract or who are covered by a collective bargaining agreement.
- H. While the above categories of employees shall not be eligible for any of the benefits set forth in these policies, they will be expected to comply with the Town's rules and regulations regarding conduct while performing work for the Town.

**§ A174-3. Equal Employment Opportunity Policy.**

The Town of Tolland is committed to complying with all laws that prohibit discrimination in employment on the basis of any legally protected status. In addition, the Town of Tolland will ensure that its employment practices will provide an equality of opportunity to applicants and employees without regard to their race, color, religion, sex, national origin, ancestry, age, disability, military/veteran status, genetic information, gender identity/expression, pregnancy, marital status, sexual orientation, hair texture/protective hairstyles or any other legally applicable protected status. This policy applies to employment practices, including, but not limited to, hiring, placements, promotions, terminations, layoffs, recalls, transfers, leaves of absence, compensation and training. The Town maintains an Affirmative Action Policy that contains provisions concerning the purpose of such policy, its distribution, and implementation. Copies of the Town's Affirmative Action Policy are available from the office of the Town Manager.

**§ A174-4. Application; word usage.**

These policies and procedures shall apply to all employees of the Town of Tolland, except as stated in § A174-2, Scope. A violation of these policies may, at the determination of the Town Manager, result in disciplinary action up to and including dismissal. Employees of the Town may be disciplined for other legitimate reasons, as determined by the Town. Where there is a conflict between a particular personnel rule and statements contained in an approved, uniform department regulation or Town, state or federal law, or more specific statements contained in Town policies (such as insurance policies), then those statements shall prevail. These policies shall serve as a guide to the administration of the Town's personnel system. The policies are not all inclusive, and final discretion as to the interpretation or the appropriate course of action concerning a particular personnel matter shall be that of the Town Manager.

Town at other than within the pay rate established for the classification level of his or her position. The Town will provide job applicants with the pay range of the position for which the applicant is applying before or when offering the applicant the job, or when the applicant requests it during the application process, whichever is earlier. The Town will provide employees with pay range information for their position at time of hire, if their position changes, or upon the employee's first request for a wage range.

**§ A174-11. Maintenance and adoption of plan.**

The Town Manager will annually prepare and recommend a pay plan as described above to the Town Council. The recommendations of the Town Manager will be based upon consideration of all factors relevant to the maintenance of sound compensation practices. An initial pay plan and all changes in the pay plan itself will be submitted to the Town Council for approval. During the life of an approved pay plan, the Town Manager shall have the authority to make and approve changes in employee compensation, as circumstances require.

**§ A174-12. Performance pay.**

Pay increases, promotions and other salary actions are based upon acceptable performance (merit) and are not considered to be automatic or based on length of service alone. (See Article XI on performance evaluation.)

**§ A174-13. Administration.**

- A. Starting rates. An employee appointed to a position should normally be compensated at the minimum rate of pay assigned to the job class to which the position is allocated, subject to the approval of the Town Manager; however, appointment at a salary above the minimum level may be made if such action is justified by exceptional qualifications of the applicant or by lack of qualified applicants available at the minimum rate. Conversely, with the approval of the Town Manager, appointment below the minimum may be made where the only available candidate possesses less than the minimum qualifications for a classification. All permanent employees hired as of July 1, 2009 are required to participate in direct deposit for payroll checks.
- B. Probationary period. The purpose of a probationary period is to allow a supervisor to closely observe an individual for a period of six (6) to nine (9) months. Satisfactory completion of the probationary period does not create any contractual right to continued employment thereafter. To advance from the minimum pay rate to the subsequent pay rate after initial appointment, an individual must successfully complete the probationary period preparing him or herself adequately for satisfactory performance of his or her job. The department head shall have discretion to extend the probationary period an additional three months. The department head must certify as to the employee's satisfactory performance at the completion of the probationary period in order for the employee to receive his or her first merit step

the Office of the Victim Advocate, and/or a licensed medical professional or other licensed professional from whom the employee has sought assistance with respect to the family violence certifying that the employee is a victim of family violence. Any such certification provided will be maintained in a confidential manner and will be only disclosed as required by law or to protect the employee's safety in the workplace, provided that the employee is given notice prior to any such disclosure. The Town will further not discriminate or take adverse actions against any employee for being a victim of family violence or for having to attend or participate in a court proceeding related to a civil case in which the employee is a family violence victim.

- H. **Pregnancy Disability Leave.** The Town will provide any pregnant employee with a reasonable leave of absence during any period of time when her health care provider has certified in writing that she is disabled from work due to conditions related to the pregnancy. While the length of any such disability-related pregnancy leave may vary depending on individual circumstances, it is generally expected to be no longer than 6-8 weeks.

A health care provider's statement must be submitted verifying the need the pregnancy disability leave and its beginning and expected ending dates, if known. Any changes in this information should be promptly reported to in writing to the Town. So that appropriate staffing decisions can be made in a timely manner, employees are expected to provide the Town with as much advance notice as possible of their intent to return to work following disability-related pregnancy leave and, in any event, with a minimum of two weeks' notice of their intent. Employees returning from pregnancy disability leave may further be required to submit a health care provider's verification of their fitness to return to work.

An employee returning from pregnancy disability leave is reinstated to her original position with equivalent pay and accumulated seniority and benefits, unless the Town's circumstances have changed which makes reinstatement unreasonable.

Pregnancy disability leaves of absence will be without pay except that employees may choose to use any accrued sick time during this leave. Any paid time off so used will be counted as part of the total leave time allotted.

The Town will continue to provide health insurance benefits coverage (if applicable) during a pregnancy disability leave of absence as long as the employee continues to pay her share of the applicable premiums.

Any leave time allotted under this policy runs concurrently with any leave time afforded under any of the Town's other policies for which the employee may be eligible.

- I. **Time Off To Vote.** Employees will be allowed up to two hours of unpaid time off to vote if scheduled to work anytime during the hours of 6:00am to 8:00pm on the day of a regular state election (or in the case of a special election if the employee is an elector). Employees must provide the Town at least two working days' notice before the election of the need for

such time off. The time off shall be scheduled either at the beginning or end of the employee's shift, unless circumstances otherwise preclude the employee from being able to vote during such times. The right to take voting leave shall end as of June 30, 2024, unless otherwise extended by applicable Connecticut law.

**§ A174-28. Benefits.**

Employees who are temporary or limited do not accumulate benefits accorded to full-time or part-time employees. Should the status of the employee change to one of full-time or part-time, then the effective date of the change in status shall be the determinant date for the computation of various benefits.

## **ARTICLE VIII**

### **Appointment**

Announcement. The Town Manager shall cause to be made known all vacancies by posting announcements of such vacancies on official bulletin boards, in newspapers and other publications and in such places as the Town Manager deems advisable.

**§ A174-29. Equal employment opportunity.**

- A. As stated in § A174-3, the Town provides equal employment opportunities to all employees and applicants for employment without regard to marital status, race, color, religion, sex, national origin, ancestry, age, disability, military/veteran status, genetic information, gender identity/expression, pregnancy, sexual orientation, hair texture/protective hairstyles or any other applicable legal standard.
- B. The Town maintains an Affirmative Action Policy that contains provisions concerning the purpose of such policy, its distribution, and implementation. Copies of the Town's Affirmative Action Policy are available from the office of the Town Manager.

**§ A174-30. Appointment.**

- A. Method of appointment. All vacancies shall be filled by appointment, temporary appointment, promotion, demotion or transfer. Only qualified candidates shall be recommended for appointment. The Town Manager shall approve appointments to all Town positions prior to filling the vacancy, provided that for Senior Level employees, as defined in the Town Charter, the Town Manager shall recommend appointment but such appointment shall be subject to the approval of the Town Council.

**§ A174-48. Discussion of Terms and Conditions of Employment.**

The Town shall not discriminate or otherwise take any adverse action against any employees (or applicants) who inquire about, discuss or disclose information about the terms or conditions of their employment or about any other employee's employment (such as pay and benefit information) in a lawful manner, including when exercising any rights to engage in protected activity. Management shall continue to treat each employee's pay and benefit information and performance/disciplinary information as confidential in accordance with applicable legal requirements and obligations, and each employee, in turn, may do the same to the extent that they prefer not to share such information with others. To this end, employees may not disclose information about the terms and conditions of employment of any other employee (including information about another employee's pay) when the other employee does not wish them to do so. Accordingly, employees remain subject to discipline if they have access to compensation information of other employees or applicants as part of the essential functions of their job and they disclose that information to others who do not otherwise have access to such information, unless the disclosure was made with the consent of the other employee, or in furtherance of an investigation by the Town or any outside entity in response to a formal complaint or charge, or as part of any legal or administrative proceeding/hearing, or otherwise consistent with the Town's legal duty to furnish such information.

**ARTICLE XV**  
**Retirement and Other Fringe Benefits**

**§ A174-48. Retirement.**

Retirement benefits are provided by the Town for all eligible full-time employees and part-time employees working more than 25 hours per week or as otherwise provided for in the Town's plan.

- A. Eligibility. The retirement program shall cover all appointed non-elected employees of the Town, excluding those of the Board of Education, who have completed a minimum of twenty (20) or more years of service as employees of the Town and who have attained 59½ years of age by the date of his or her last day of employment with the Town.
- B. Medical insurance (including hospitalization, medical and dental)
  - (1) Employees, upon retirement, may elect to continue individual coverage as provided for in this manual under a subgroup established by the Town. The Town of Tolland will contribute towards the cost of an eligible retired employee's coverage for certain designated periods in accordance with Table I. In addition, prior to age 65 and/or Medicare enrollment, if the individual coverage is a Tolland High Deductible Health Plan (HDHP), the Town will give that retiree annually an amount equal to 70% of the

Opportunities, ~~90 Washington Street~~450 Columbus Blvd, Hartford, CT 06103~~6~~. (Telephone and TDD Number: ~~566-3350860-541-3400~~; TDD Number ~~566-2301~~) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (Telephone Number 617-565-2300; TDD Number 617-565-3204). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within ~~180~~300 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

- F. In addition to sexual harassment, this policy prohibits all other types of harassment on the basis of race, color, religion, sex, age, disability, sexual orientation, marital status, pregnancy, military/veteran status, genetic information, gender identity/expression, hair texture/protective hairstyles or any other legally applicable protected status. Therefore, employees of the Town should also report situations involving any of these other forms of harassment, through the complaint and investigation procedure set forth above. Any questions should be directed to the Director of Administrative Services or the Town Manager. As with sexual harassment, employees may make inquiries of, or file complaints with, the Connecticut Commission on Human Rights and Opportunities.

#### **§ A174-59.5 Workplace Accommodations.**

The Town is committed to complying with all applicable provisions of state and federal laws protecting the rights of qualified disabled individuals. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined under applicable law, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Town.

Applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their applicable supervisor, the Director of Administrative Services or the Town Manager. Upon receipt of any accommodation request, the Town will review the precise limitations resulting from the disability and the potential reasonable accommodation(s) that might be made to enable performance of the essential functions of the job. The Town will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Town's overall financial resources and organization, and the accommodation's impact on the Town's operations, including its impact on the ability of other employees to perform their duties and on the Town's ability to provide services to the public. If an employee is provided leave as a reasonable accommodation, the employee will be required to exhaust any accrued paid time off before being provided with any unpaid leave.

As part of this process, an employee or applicant may be required to provide authorization for the Town to communicate with and obtain documentation from their health care providers regarding the medical condition(s) for which reasonable accommodation is sought, and may

- (5) The Town's policy prohibiting harassment and discrimination applies to the use of these systems. Therefore, the creation, transmission, receipt or downloading of pornographic materials and inappropriate or offensive comments or other images or information, such as disparaging comments or pictures based on race, color, religion, gender, national origin, age, disability, marital status, military/veteran status, sexual orientation, genetic information, gender identity/expression, hair texture/protective hairstyles or any other legally applicable protected category, over any of the Town's systems, is prohibited.
- (6) The Town's electronic communications systems may not be used to solicit for religious or political causes, outside organizations or other personal matters unrelated to employment with the Town. Solicitation on the Town's premises is substantially disruptive to operations, may materially interfere with the working relationship between employees, and may affect the job performance of employees. Accordingly, the Town prohibits all solicitation activities for the purpose of financial gain, lotteries or charities on the Town premises, provided they are not sponsored or approved in advance by the Town. In addition, no employee is permitted to engage in solicitation of subscriptions, memberships or other outside activity of any kind during working time (excluding lunch break). Solicitation and distribution of literature or other non-Town material is also prohibited during working time or in working areas at any time.
- (7) World Wide Web access and use of the Internet is encouraged where such use is appropriate for business and professional objectives and is conducted lawfully. Web access or Internet use through the Town's electronic communications systems should not be for purposes of personal gain, solicitation of non-Town business or advancement of individual views. Nor should use of the Internet disrupt the operation of the Town's electronic communications systems or the networks of other users. In addition, each employee is responsible for the content of all text, audio or images that s/he places, sends, downloads or receives over the Internet. Accordingly, web access or Internet use through the Town's electronic communications systems may not involve the transmission, receipt or use of fraudulent, harassing or obscene information. Nor should any messages sent over the Town's electronic communications systems be inconsistent with or interfere with the Town's business practices or principles. Furthermore, messages communicated over the Town's electronic communications systems must not be transmitted under an assumed name, and users may not attempt to obscure the origin of any message. Finally, no confidential information involving the Town's operations should be sent or received via the internet unless approved by authorized management personnel, and care must be taken at all times to protect the confidentiality of the Town's intellectual property and business assets.
- (8) Software programs and materials, other than those that have been properly licensed by the Town, may not be installed or downloaded on the Town's computers. In addition, theft of software is a crime, and is punishable by law. Users are not permitted to copy, transfer, rename, add or delete information on programs belonging or licensed to others

unless given express permission to do so. No employee may use the Town's electronic communications systems in ways that are inconsistent with licenses or copyrights, or to download or distribute pirated software or data, including without limitation music or movies. Furthermore, no employee may use the Town's electronic communications systems to propagate any virus, worm or trap door program code, or to otherwise disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

(8) ~~(9)~~ Intrusions of privacy by any employee into the Town's business affairs or the affairs of other employees or Town residents are strictly prohibited. Employees are prohibited from accessing information or files at another employee's workstation or vehicle unless expressly permitted to do so by authorized management personnel. The tape recording of any conversation in the workplace is strictly prohibited without written authorization from the Town Manager, or with the consent of all parties to the conversation. The tape recording of any telephone conversation to or from the workplace is strictly prohibited absent the consent of the parties to the phone call obtained in accordance with applicable law.

~~(8)(9) Employees are prohibited from taking photographs in the workplace without written authorization from the Town Manager, or unless the consent of any individual to be photographed is obtained in advance. To prevent harassment (as defined in the Town's anti-harassment policy), maintain individual privacy, encourage open communication, avoid unnecessary distractions and protect confidential information of the Town from being improperly disclosed, employees are prohibited from taking, distributing or posting pictures, videos or audio recordings while on working time. Exceptions may be granted when participating in an authorized Town activity or with permission from the Town Manager for business related purposes. For the same reasons as stated above, employees who seek to take, distribute or post pictures, videos or audio recordings of people at Town facilities and premises (such as other employees or others doing business with the Town) while on non-working time must notify and obtain permission from such individuals first. At no time may an employee take, distribute or post pictures, videos or audio recordings of any confidential information of the Town or the Town's residents (pursuant to the confidentiality obligations under this manual) or in violation of any other Town policy. Employees also may not take pictures or make recordings of work areas at any time. An exception to the rule concerning pictures and recordings of work areas would be if the employee were engaging in any activity protected by law, including, taking pictures of health, safety and/or working condition concerns, or of protected concerted activities, as long as such pictures, videos or audio recordings do not disclose any confidential information of the Town or its residents (pursuant to the confidentiality obligations under this manual).~~

(10) The Town reserves the right to review, access, and intercept all messages created, received, or sent over its electronic communications systems at any time, without advance notice, for such reasons as, without limitation: ensuring that the systems are

## ARTICLE XX

### ~~Workplace Violence Policy~~ Health and Safety

#### § A174-61. Workplace Violence Policy.

The Town of Tolland strives to provide a safe, non-violent workplace and does not tolerate any acts that constitute or may be construed as any type of violence in the workplace.

Participating in, provoking, or otherwise contributing to any violent act in the workplace, including, but not limited to, abuse, assault, battery, property damage, threats and/or harassment will result in disciplinary action up to and including arrest and discharge. Any violent act, implied or actual, and/or threatening is strictly prohibited. The Town of Tolland maintains a zero tolerance policy on violence in the workplace.

Possession, use, or threat of use, of a deadly weapon and/or dangerous instrument, as defined by the State of Connecticut Penal Code, Section 53a-3, by a Town employee, is not permitted at work, or while on duty on Town property, including a Town vehicle, or in a private vehicle when the vehicle is being used for Town business, or if the private vehicle is parked on Town property while the employee is on duty, unless such possession or use of a deadly weapon and/or dangerous instrument is a necessary and approved requirement of the job, or as authorized by the Town Manager in an emergency situation.

It is the shared obligation of all employees, law enforcement agencies, and employee organizations, individually and jointly, to act, to prevent, or defuse, actual or implied violent behavior in the workplace. The Town will work with law enforcement agencies to aid in the prosecution of anyone who commits violent acts against employees or their property.

No employee, acting in good faith, who reports real or implied violent behavior, will be subject to retaliation or harassment based upon such report.

State of Connecticut Penal Code Sections 53a-3 Definitions:

"Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" as that term is defined in this section and includes a dog that has been commanded to attack, except a dog owned by a law enforcement agency of the state or any political subdivision thereof or of the federal government when such dog is in the performance of its duties under the direct supervision, care and control of an assigned law enforcement officer. "Vehicle" means a "motor vehicle" as defined in section 14-1, a snowmobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

**§ A174-62. No Smoking Policy.**

The Town prohibits the burning of a lighted cigar, cigarette, pipe or any other similar device containing tobacco, marijuana or hemp and the use of any electronic nicotine delivery systems (e-cigarettes), marijuana delivery systems and vapor products in any area of any business facility under the Town's control and within 25 feet of a doorway, operable window or air intake vent at the workplace.

**§ A174-63. Substance Abuse Policy.**

**INSERT HERE**

## POLICY #13

### TOWN OF TOLLAND

#### POLICY STATEMENT REGARDING

#### SUBSTANCE ABUSE POLICY

##### INTRODUCTION:

The Town of Tolland ("the Town") believes that it is the responsibility of management to provide a safe work environment for all employees and others in our workplace which is free from the effects of substance abuse or abusers. Similarly, it is the responsibility of employees to maintain their personal health so that they are physically and mentally capable of performing in the workplace. The abuse of drugs or alcohol is an unsafe and counterproductive practice. ~~Said abuse and~~ will not be tolerated. ~~in the Town of Tolland workplaces.~~

##### A. SUBSTANCE ABUSE POLICY REQUIREMENTS

No employees may use, consume, sell, manufacture, receive, distribute, dispense, possess or be under the influence of alcohol, recreational marijuana or any illegal drug, or abuse prescription or over-the-counter drugs, at the time they report to work for the Town; during work hours at any location when performing/expected to be performing their duties; and/or at any time while at The Town's workplace (which includes any building, property, parking area or vehicles under the control of the Town or any area used while performing duties for the Town), while representing the Town and/or performing The Town's business. No employees may use, consume, sell, manufacture, receive, distribute, dispense, possess or be under the influence of alcohol, recreational marijuana or any illegal drug, or abuse prescription or over-the-counter drugs, while outside the workplace and/or off-duty where such behavior adversely effects the Town's business interests, or undermines the public confidence in or harms the reputation of the Town, or impacts work performance, the ability to fulfill Town responsibilities and/or anyone's safety on the job.

The appropriate, legal use of over-the-counter or prescribed drugs (except medical marijuana) is permitted at the workplace or during work hours if such use does not impair an individual's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger or pose risk of injury to the individual, others in the workplace and/or the general public. Individuals must keep all prescribed medicine in the original container, which identifies the drug, date of prescription, dosage and prescribing physician. Employees taking prescription drugs and over-the-counter medications that may impair work performance must report such use to their supervisors prior to starting work. The employee's schedule or duties may be adjusted to accommodate this situation.

Misuse or inappropriate use of over-the-counter or prescription drugs also violates this policy.

The Town shall not take any adverse action against any applicant or employee or anyone else who provides services to the Town (including refusal to hire, discipline, discharge, etc.) for the lawful use of medical marijuana, if such use is: (1) as a “qualifying patient” under Connecticut’s palliative marijuana use law (i.e., a person who uses marijuana authorized by a health care provider to alleviate symptoms of certain diagnosed and designated debilitating medical conditions or the effects of such symptoms) and the individual submits proof of such authorization to the Town as required; (2) not otherwise prohibited by any federal law applicable to the work the individual performs for the Town; (3) does not restrict the Town’s ability to obtain federal funding; and is (4) strictly confined to lawful use outside of the workplace, not during any working hours at any work location and does not cause the individual to be under the influence while at the Town’s workplace or during work hours.

The Town shall not take any adverse action against any applicant or employee solely because such individual used marijuana outside of the Town’s workplace before being employed by the Town, unless failing to take an adverse action for this reason would put the Town in violation of a federal contract or cause the Town to lose federal funding, or any such individual will work/works in any “exempted position” as defined under Connecticut’s recreational marijuana law. An “exempted position” includes: any position with the potential to adversely impact the health or safety of employees or members of the public in the determination of the Town; firefighter; EMT; police officer in a position with a law enforcement or investigative function; a position requiring CDL license or state/federal drug tests; a position requiring DOD national security clearance; a position where Connecticut’s marijuana law would be inconsistent or otherwise in conflict with any employment contract, collective bargaining agreement or federal law; a position that is funded in whole or in part by a federal grant; a position requiring completion of OSHA construction safety and health course; and/or a position requiring supervision or care of children, medical patients or vulnerable persons.

An employee reporting to work ~~who is visibly~~ impaired is unable to properly perform required duties. ~~He or she and~~ will not be allowed to work.

~~If possible, the employee’s supervisor will first seek a consultation with the Town’s Employee Assistance Program. The employee’s supervisor will subsequently consult privately with the employee about the observation observed impairment to rule out any problems that determine may have been the cause, d by prescription drugs. Prior to or in conjunction with doing so, the supervisor may consult with the Town’s Employee Assistance Program or Human Resources. Depending on the employee’s response and level of impairment, If, in the sole opinion of the supervisor, the employee is considered impaired, the employee will may be brought home or to a medical facility for testing and/or treatment. The employee will be accompanied by the supervisor or another employee. An impaired employee will not be allowed to drive themselves.~~

~~Prescription drugs which are prescribed by the employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescribed prescription drugs may adversely affect the employee's work performance. The abuse of prescription drugs will not be tolerated.~~

## **B. SUBSTANCE ABUSE TESTING**

### **Pre-Employment**

Successful ~~employee~~ candidates for positions within the Town ~~of Tolland~~ will undergo screening for the presence of ~~illegal~~ drugs or alcohol prior to employment, as a condition for employment.

Applicants are required to voluntarily submit to a urinalysis test at a facility or office chosen by the Town. ~~Applicants must sign a consent agreement which will release the Town from any and all liability.~~

~~Any applicant with positive test results will be denied employment upon determination of substance abuse.~~

An applicant may be denied employment based on his/her refusal to submit to, or efforts to tamper with such test or on a positive test result (including a positive test for recreational marijuana and/or for the specific metabolite of TCH 11-nor-9-carboxy-delta-9-tetrahydrocannabinol but not for medical marijuana used in accordance with applicable law and this policy) that has been confirmed once by an independent laboratory test and after the applicant has been given a copy of the positive test result. The applicant may initiate another employment inquiry within the Town after the passage of one year.

The Town will not discriminate against applicants for employment because of past use of either drugs or alcohol. It is the current use of drugs or abuse of alcohol which will prevent potential employees from properly performing their jobs that will not be tolerated.

### **During Employment**

The Town may test employees for drug and alcohol use or require a fitness-for-duty evaluation in accordance with applicable state and federal laws, including, but not limited to, when the Town has reasonable suspicion to believe that they are unable to perform or are deficient in performing their job responsibilities due to the influence of drugs or alcohol. Generally, reasonable suspicion means, but is not limited to, observation by a representative of the Town of the use, possession, sale or distribution of drugs, drug paraphernalia or alcohol, or of specific, articulable symptoms of drug or alcohol impairment (which can be based on without limitation: (i) the individual's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment of machinery; (ii) disregard for the individual's own safety or others or involvement in any accident that results in serious damage to equipment or property; (iii) disruption of a production or manufacturing

process; or (iv) carelessness that results in any injury to the individual or others). If any individual in the workplace is aware of or reasonably suspects that another individual is unable to perform or is deficient in performing his/her job responsibilities due to the influence of drugs or alcohol, the individual should immediately report this to any manager and/or Human Resources. The Town may also conduct random drug and alcohol testing of employees as allowed or required by and in accordance with any applicable state or federal laws and collective bargaining agreements.

All information relating to drug and alcohol testing and/or to drug or alcohol use by applicants or employees will be treated confidentially and maintained with other employee medical records in accordance with the privacy protections afforded by applicable law.

The Town shall not take any adverse action against any employee solely because the employee tests positive for TCH-11-nor-9-carboxy-delta-9-tetrahydrocannabinol, unless failing to take an adverse action for this reason would put the Town in violation of a federal contract or federal law or cause the Town to lose federal funding, or there is reasonable suspicion or symptoms of alcohol/drug use/impairment while performing duties, or the individual works in any "exempted position" as defined under Connecticut's recreational marijuana law.

~~It is the responsibility of the Town of Tolland's supervisors to counsel an employee whenever they see changes in performance that suggest a problem. If changes in performance suggest a substance abuse problem, the employee must submit to a screening examination for the presence of illegal drugs. An employee with a positive test result will be subject to disciplinary action including termination.~~

### C. ASSISTANCE WITH SUBSTANCE

If a substance abuse problem exists, every effort will be made to deal with the drug/alcohol problem from a remediative rather than a punitive stance.

Employees who are experiencing problems or work-related deficiencies resulting from drug or alcohol use may request or be required to seek counseling help. Leave to take time off to participate in a rehabilitation or treatment program may be granted in accordance with any legal requirements and/or conditions established by the Town (such as "last chance agreements" requiring employees to abstain from use of the problem substance and abide by all Town policies, rules, and prohibitions relating to conduct in the workplace). If an individual has been referred for counseling and refuses to participate, the Town may take disciplinary action up to and including termination.

~~The policy of the Town of Tolland in such cases is to refer an employee to mandatory substance abuse~~

~~counseling and, if necessary, hospitalization. After the first offense, any continuing problems will result in a review for dismissal.~~

During any recovery period allowed for an employee with a drug/alcohol problem, ~~the Town's standard policies shall apply; accordingly,~~ the employee must ~~file for~~utilize sick leave or personal leave time ~~during periods of absence~~ when absent from work.

If an employee is unable to work for a prolonged period of time, ~~we~~the Town will consider a written request for a leave of absence, provided such recovery period is certified by a medical practitioner and the employee is otherwise eligible for such extended leave as a reasonable accommodation due to having a disability without causing the Town any undue hardship.

~~If an employee is required to be out of work for more than six (6) weeks, when he/she is able to return to work we will attempt to reinstate the employee to his/her original position or a similar position. We cannot guarantee that his/her original position or any position will be available, or that the employee will be reinstated at his/her previous salary.~~

## **B. SUBSTANCE ABUSERS**

~~Any Town of Tolland employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, manufacture of, using, selling, trading, or offering for sale illegal drugs or alcohol may be subject to disciplinary action up to and including discharge even for the first offense.~~

~~Substance Abuse includes the irresponsible use of alcohol, possession, use, manufacture, transfer, sale or attempt to sell drugs or alcohol on or off Town premises, including parking lots. This policy includes reporting to work under the influence of drugs or alcohol, or using alcohol or drugs during work hours.~~

## **D. CONSEQUENCES OF SUBSTANCE ABUSE**

Any applicant or employee who violates this policy, or fails or refuses to comply with any portion of this policy (including, but not limited to, by failing a test and/or refusing to submit to any drug or alcohol testing as may be lawfully required or requested), will be subject to appropriate actions including, but not limited to, immediate removal from the workplace and/or disciplinary action up to and including termination of employment. Any third party at the Town's workplace (such as visitors, customers, contractors, vendors etc.) who violates this policy will be subject to appropriate actions including, but not limited to, immediate removal from the workplace and termination of any business relationship. Where appropriate upon the Town's determination, any violation of this policy may be reported to the appropriate law enforcement agencies.

~~Employees shall notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.~~

Employees are further required to notify their supervisors of any federal, state or local drug conviction no later than five days after such conviction. As required, the Town will notify appropriate agencies and take appropriate disciplinary action up to and including termination.

### **C. PRE-EMPLOYMENT DRUG TESTING POLICY**

~~Successful employee candidates for positions within the Town of Tolland will undergo screening for the presence of illegal drugs or alcohol prior to employment, as a condition for employment.~~

~~Applicants are required to voluntarily submit to a urinalysis test at a facility or office chosen by the Town. Applicants must sign a consent agreement which will release the Town from any and all liability.~~

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~~Any applicant with positive test results will be denied employment upon determination of substance abuse. The applicant may initiate another employment inquiry within the Town after the passage of one year.~~

~~The Town will not discriminate against applicants for employment because of past use of either drugs or alcohol. It is the current use of drugs or abuse of alcohol which will prevent potential employees from properly performing their jobs that will not be tolerated~~

### **D. PRE-EMPLOYMENT CERTIFICATE OF AGREEMENT**

I do hereby certify that I have received, read, understand, and agree to comply with the Town of Tolland's Substance Abuse ~~and Drug Testing~~ Policy. I understand that prior to my employment by the Town of Tolland, I will be required to submit to a drug test. I understand that ~~if my performance indicates that it is necessary, I will~~must submit to a drug test as may be lawfully requested or required during my employment I also understand that either the failure to comply with a drug-testing request or the indication of a positive result will lead to the termination of my employment.

I understand by the distribution of this policy, I have been notified that the Town of Tolland abides by the Drug Free Workplace Act of 1989 and I will abide by this policy.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

| APPROVED AT THE ~~FEBRUARY 11, 1992~~ TOWN COUNCIL MEETING

**SPECIAL MEETING MINUTES  
TOLLAND TOWN COUNCIL/COMMISSION ON PEOPLE WITH DISABILITIES/  
TOLLAND GREEN HISTORIC DISTRICT COMMISSION  
HYBRID MEETING  
COUNCIL CHAMBERS OR ZOOM**

**June 29, 2022 – 7:00 P.M.**

**Town Council Members Present:** Steve Jones, Chair; John Reagan, Vice Chair; Sami Khan, Lou Luba, Katie Murray, Tammy Nuccio; Colleen Yudichak

**Members Absent:** none

**Commission on People with Disabilities Members Present:** Kim Little, Susan Lucek-Hughes, John Molteni, Randa Utter

**Members Absent:** Julie Burns, Robert Deichert, Aaron Weintraub

**Tolland Green Historic District Commission Members Present:** Jodie Coleman-Marzialo, Chair; Kathy Bach (Zoom), Michael McGee

**Members Absent:** Mariah Bumps, Ann Deegan, Rod Hurtuk, Timothy Malone, Celeste Senechal

**Also Present:** Brian Foley, Town Manager; Bev Bellody, Human Services, Director; David Corcoran, Director, Planning & Development; Lisa Hancock, Finance & Records, Director; Scott Lappen, Public Works, Director; Mike Wilkinson, Administrative Services, Director; Philip Barlow, TO Design @ FHI Studio

1. Call to Order: The Chair called the meeting to order at 7:04 P.M.
2. Discussion of the Historic Stone Walkway Study prepared by TO Design @ FHI Studio  
Mr. Barlow introduced himself and noted that he is a landscape architect. Much of his work is on historic properties. The firm was engaged to examine the walkways on the Green and make recommendations. They met in April via Zoom with the Commission on People with Disabilities and the Tolland Green Historic District Commission to gather input.

Mr. Barlow reviewed the following presentation: Historic Stone Walkway Study, Tolland Green Historic District, June 2022.

- Accessibility Guidelines
- Photographs of the Green
- Tolland Green, Existing Walk Materials
- Options
  - Reset and repair existing stone walks
  - Replace historic stone walks with new stone walks
  - Install concrete walks parallel to historic walks on Route 74
  - Install stone dust or asphalt walks parallel to historic walks on Route 74
  - Repair and expand historic stone walks
  - Establish a walkway in Carriage Road
- Probable Sidewalk Replacement/Repair Costs
  - New Concrete Walk \$150K-\$200K
  - New Stone Dust Walk \$75K-\$100K
  - New Stone Walk \$420K-500K
  - Repair Stone Walk to be accessible \$150K-180K
  - Delineated walk area within Carriage Drive \$25K-\$50K
  - Stone Dust strip along existing walks \$30K-\$50K

Mr. Luba asked if Mr. Barlow is referring to the property on Route 74 from the current sidewalk to the street as private property. Mr. Barlow responded that they work with the DOT mapping which shows the right-of-way. They do make the caveat that it is approximate and it is well within the area so it appears to be on private property. Mr. Luba explained that it is his understanding that the DOT also has a right-of-way and asked if this is accurate. Mr. Barlow did not believe so and noted that that DOT right-of-way goes to the property line. Mr. Luba asked if the current sidewalk is town property. Mr. Barlow responded that on Route 74 the sidewalk appears to be on private property until one goes north to approximately where the road curves based on the DOT right-of-way maps. Mr. Luba asked if it is accurate that if any work is done on the walkways, they would need to work in conjunction with the property owners or pursue eminent domain or other activity to install the walkways. Mr. Barlow responded that he assumes this is accurate.

Ms. Nuccio asked if the existing walks on Route 74 are currently on private land. Mr. Barlow responded that for the most part they are. Ms. Nuccio noted that Route 74 is a state road and confirmed that if they wanted to put an adjacent walk, they would need permission from the state. She confirmed that the new walk would be on state property and asked if it would be maintained by the town. Mr. Barlow responded that he assumes so and this would be typical. Ms. Nuccio confirmed with Mr. Lappen that currently residents maintain the sidewalks in terms of shoveling etc. and if an adjacent walk is added, it would be the town's responsibility in terms of clearing. Ms. Nuccio asked if the adjacent walks are parallel until they cross over. Mr. Barlow did not believe they would cross but be closer. Ms. Nuccio confirmed that where they meet something would need to be done with the existing stone.

Ms. Murray asked what the outcome is that they are looking for and noted that there are some interesting options. Mr. Jones responded that the impetus of the issue is about safe accessibility on the Green for all residents regardless of their ability to traverse the Green so they may experience the Green in a way similar to those who are more able. Ms. Murray asked what the Green is in terms of the area being discussed. Mr. Corcoran explained that it extends from approximately Cider Mill Road to the Catholic church and a few hundred feet from the post office. Ms. Murray asked if the goal is to have the entire stretch accessible and if there are priorities for the area. Ms. Lucek-Hughes explained that they would like to see the walk on the Green be safer. Someone in a wheelchair, using a walker, or is visually impaired has great difficulty maneuvering on the Green's walks. A phased approach would be acceptable if not desirable. It would allow them to see what is most important and they may be able to only address one side. Accessibility strives for the shortest, most direct route between 2 points. Thus, if they map out the most important points on the Green, there are ways to get around doing the entire area. Ms. Utter commented that she believes the priority would be in the area of the museums, Town Hall to the Tolland Inn, and from the Art Center to the Jail Museum. Other parts are in need and are part of the historic district, but the area she noted is where visitors and town people would have trouble.

Mr. Luba asked if the estimate provided is for one side. Mr. Barlow responded that it is for both sides including from the curve in the road as well as on Carriage Drive to the end of the Green.

Ms. Yudichak asked Ms. Lucek-Hughes' about her concerns in terms of the area. Ms. Lucek-Hughes noted that she lives next to St. Matthew's and when there is activity on the green people park on the church's lot. The sidewalks are used and have not been maintained but she does not believe they need to be addressed first in terms of a phased approach to allow for everyone to get around on the Green.

Ms. Murray commented that when discussing a separate issue, Chief Littell used Carriage Road to demonstrate his concerns in regard to a 20' wide road. She is unsure if he has had an opportunity to provide input on the possibility of dedicating some of Carriage Road to being a sidewalk, but he may have information to contribute. Mr. Jones responded that he does not believe Chief Littell has weighed in on this. Mr. Jones asked Mr. Lappen if there would be concerns with maintenance in terms of the clearing of snow. Mr. Lappen responded that it would be easier having a smaller road, but the snow would fill the sidewalk and the residents would be responsible for its removal.

Mr. Luba asked when the stone was laid in the historic district. He explained that everyone wants to keep the historic value. Sections along Carriage Road have stone, concrete, and asphalt. Ms. Bach responded that the granite is the oldest and from when many of the oldest buildings on the Green were erected in the early 1800s. The blue stone was used to replace and repair damaged granite and the concrete was a contribution from the Hicks family which took up the granite from in front of their home and the Hicks Memorial building (erected and paid for by the family) in the early 1900s. The bituminous is new and used for repair. Ms. Bach noted that some stones were damaged and replaced with old granite in front of the church. Thus, it is a historic walk. Mr. Luba confirmed that depending on the location, the stones are 200-300 years old. Ms. Bach added that in terms of traversing the Green, the problems are with foot traffic dealing with vehicle traffic. It has gotten worse since the improvements to Route 195. Without the stop signs it has become horrible and it does not have anything to do with the sidewalks. It is the speed of the cars and how pedestrian traffic is routed. She noted there is sufficient and significant parking in the museum lots and the town lot behind the courthouse.

Mr. Khan asked Ms. Bach how a second sidewalk would look on the Town Hall side – old/new. He commented that the old and new sidewalks do not make sense to him. Ms. Bach responded that she does not believe having 2 sidewalks makes sense. Years ago, many people worked hard to create a historic district. The neighborhood and town both voted to have the historic district. While someone fell and was injured, she was power walking on a sidewalk not designed for athletic activity. The town has built many areas for athletic activities, but this area is not designed for them. Ms. Bach noted that several years ago she recommended that the area be posted as a historic district and that many activities are not suggested in the area. They need to think about protecting the district and allowing everyone to use and enjoy it but note that certain activities should not take place in certain areas. Improvements can be made to the Green to make it available and usable like the buildings, but she would need to think about having parallel sidewalks. Ms. Bach noted that she suggested looking at the stone dust but understands that there is some concern about maintenance. She added that granite sidewalks do need to be maintained. The granite cannot be allowed to sink into the ground. Ms. Coleman-Marzialo noted that they have gone through a lot of trouble to try to preserve the area. The Green was the stagecoach center of Boston/Providence/Hartford and carries a story. It is nationally registered and with the designation of State Scenic Road, they are in the process of making it either an All-American Road or a Federal Scenic Highway. It meets all the criteria and would increase tourism. To alter its history would defeat everything they have strived to do in terms of preservation. Mr. Khan noted that he is from New York City and when he visits there are always changes including taking the roadway and making bicycle lanes etc. The side road can be divided in half for traffic and a walkway. Ms. Coleman-Marzialo noted that she reached out to learn what a sidewalk would look like on Carriage Road abutting the Green with hitching posts as barriers. She explained that many residents on Carriage Road are concerned about traffic and speeding, and she cited a recent incident with a tractor trailer truck that drove over the Green. Ms. Utter explained

that the Commission on People with Disabilities has not formed a position on an option, but she agrees with keeping the charm of the historic district. In her opinion, leveling and repairing the historic stones would be the best option. Mr. Molteni commented that as a Commission they were strongly against the walk adjacent to Carriage Road for reasons of maintenance and appearance. He explained that when they are talking about accessibility, they are not talking about jogging paths but for ways that people in wheelchairs or those with physical disabilities can traverse the Green in a safe way. They support anything that moves in this direction. Ms. Lucek-Hughes added that they are all in agreement. The maximum impact for those with physical limitations would be the resetting of the walk with minimal impact to historical significance.

Mr. Jones asked when the stones were last reset. Ms. Bach responded that she believes it was in the 1980s. Mr. Jones asked if anyone is aware of any groups in the region that could be contracted that could do the work and guarantee the integrity of the stones. Ms. Bach noted that Earthworks Landscaping does this type of work but is unsure if the integrity of every stone can be guaranteed. Mr. Barlow added that there are stone masons that specialize in historic property. Mr. McGee commented that he believes it makes sense resource-wise and historically to reset the stones as best as possible. While some areas may need something more, if overall this can be the approach, it would have the least impact and be the most pleasing aesthetically.

Mr. Reagan commented that when reviewing the options, the one that made the most sense was to repair the stones. He asked about maintenance. Ms. Coleman-Marzialo explained that stone dust will be put underneath and the stones will need to be edged. Mr. Jones noted that Mr. Lappen indicated that they would want to contract out general maintenance to a specialist on a regular basis. Mr. Reagan commented that when previously discussed, it was stated that resetting the stones would not be an option due to the condition of some of the stones and where this opinion now stands. Mr. Lappen explained that some stones are broken or have cracks so care will be needed. His concern is not with stones that are not level but those with more than the maximum deviation within the stones themselves. Mr. Reagan asked if there is a confidence level from both commissions that the stones can be leveled out to avoid issues and be usable by those with disabilities. Ms. Bach explained that there may be a couple that will need replacement but by and large the surface is granite so there will not be a smooth finish; however, she does not believe many stones are far from the allowable deviation. Ms. Coleman-Marzialo noted that the Planning Department has a document which has every stone numbered and includes highlighted issues.

Mr. Luba explained that if they want to reset the stones, they need to keep their structural integrity. He asked if during the process some stones break, or are already broken, what will be the process and what will be used for replacement? What will the Historic District Commission look for in terms of replacement stones? If the replacement stones are not a match, why are they resetting and repairing the current stones? While he understands the historical value, there are other ways this can be done. In terms of Carriage Road in front of the museums, there will not be a match given the 3 types of surfaces. He recommended doing something historically accurate at a reasonable cost that would be more functional and usable than using the current stones. Mr. Luba explained that the walkways are a nice addition, but he does not believe it is crucial to keeping the historical value of the houses, museums, and the Green. Ms. Bach responded that people go to the historic Green for the experience. The homes are private residences, so they visit for the overall experience. This is why people pay privately to replace the antique lamps and opposed widening the road – they wanted the road to be narrower to slow traffic. They

wanted to make it a neighborhood and not just a connector from the north end of town to the highway. They wanted to keep the ambience. Ms. Bach noted that there will be some broken stones but not all will need replacement, only resetting. She added that a lot has been lost over the years and they need to be careful how much they are willing to give up. Mr. Luba responded that he does not believe the sidewalks will be the crucial part of issues noted by Ms. Bach. Ms. Bach explained that in terms of the stones, they need to consider the budget. One option is sourcing stone from the east side to repair the west side and concrete could go back in front of the Hicks building to maintain the story. Bituminous would go away as it is not at all historic. In terms of replacing stones, they would need to price this out. Mr. Luba explained that the reason for tonight's conversation is to maintain the historic value of the Green. If the stones are damaged during the process of lifting and balancing them, he would like to know the alternative and if the alternative would be something better for consideration. Ms. Bach explained that she does not believe they will have many stones broken during the process, but they will need to address those that are already damaged. Professionals will be hired to perform the job.

Ms. Nuccio commented that most important is that the Green be accessible regardless of ability. She is pleased everyone is interested in keeping the stones that are in place, doing the needed repairs, and making the Green accessible to everyone. She cited the \$150K - \$180K estimate and asked if the town staff can do part of the project. Mr. Lappen responded that it is not that he doubts the ability of the staff but knowing the sensitivity of this issue, he would be hard pressed to have them do anything other than removing the growth. Ms. Nuccio explained that on the Carriage Road side of the Green, the material is not congruent so there could be more leeway. On the Town Hall side, many stones are broken. She asked if the estimate includes historical stone or stone that is comparable in nature. Ms. Marzialo-Coleman responded that there is a quarry with material of a similar shade and style – there are ways to make things look historic. She added that 12-15 stones are damaged out of about 200 and not all of them need to be leveled. Ms. Nuccio expressed concern that they are looking at lifting the stones, putting down stone dust, and replacing the stones and that this may not be the right way to do it. Mr. Lappen responded that the scope of the project could be increased considerably if they add items such as a drainage base. He recommended a 2" bed of mason sand. Ms. Nuccio noted that for this project she wants there to be a contingency to address stones that may break and if they do not lift every stone, the price. Most importantly, she would like to know how they would bring more congruency to the Carriage Road side. She also expressed concern about the crosswalk to nowhere that would make much of this a non-issue if there was a connector from Carriage Road to the corner and the post office for accessibility. They also need to consider the non-marked crosswalk in front of St. Matthew's and get more details about the \$150K-\$180K estimate.

Mr. Foley explained that leveling the stones is a talent and that this is nothing against Mr. Lappen and his staff. Once one stone is pulled and leveled, they all need to be leveled and will need bedding. It is not inexpensive. He respects the estimate of \$150K-\$180K but everyone has seen pricing be off and they need to get estimates.

Mr. Jones noted that as they come closer to a decision, they will want the town engineer and stakeholders to provide a formal plan including costs and prospective vendors. In terms of financing, the Council has discussed using ARPA funds and/or seeking federal grants for the project to offset the use of municipal funds. Ms. Hancock noted that grants may be available depending on the scope of the project. Once a plan is in place, they can apply.

Ms. Yudichak commented that the commissions seem want to work together on adjusting the historic stones. She asked about the costs presented. Mr. Jones responded that the cost for repairing the existing stones was one of the higher options. Ms. Yudichak asked if they have reached out to the residents on the Green. Mr. Jones responded that once the minutes are available, they will approach the residents to make them aware of the discussion and encourage them to provide input through the Town Manager's Office that can be shared with the Council. One resident did reach out and Mr. Jones encouraged them to speak with other residents and e-mail the Council. Ms. Coleman-Marzialo requested that snail mail be sent as well. Ms. Yudichak added that this has been discussed for a while. It should be on the Council's agendas and have a timeline. The commissions are working hard and she does not want to push this out to the next council. Mr. Jones explained that getting consensus tonight is a big step so the town can use its resources to get a plan in place. Further discussions will take place during the summer. Mr. Lappen noted that in terms of vendors, he has worked with a contractor in Glastonbury that did beautiful work.

Mr. Khan stated that he is in favor of a walkway for disabled people. He explained there are various materials including concrete on the other side and some may be broken. He is unsure why they are making a big deal out of it. He understands that there is a history to it but believes there is a double standard.

Ms. Murray explained that the issue becomes difficult because there are potentially conflicting priorities. She is thrilled to hear that the 2 groups have the same requests and recommendation. It is a great first step. The Green has a lot of charm and a wonderful history. The community is advocating strongly to keep this, and part of the overall picture includes the sidewalks. The idea of reset and repair is great, and Ms. Murray asked that the commission members identify and map the areas of concern and prioritize them. This will assist in working with vendors and allow the work to be done in phases if needed. Ms. Murray added that crosswalks need to be included in the consideration. She understands those who ask why they should go through the historic exercise if the result will be a non-historic outcome. She noted that some of the cracked stones could still be reset and maintain the integrity of the walkway. For the small number of stones that need to be replaced, a close replica can be used to maintain the historic character. While she is in favor of this, it needs to be part of the equation when the project is evaluated.

Mr. Reagan asked Mr. Barlow if the companies who perform the repair and reset work are confident that they can make the walkway accessible and can level the stones. Mr. Barlow responded that while it will not be perfect, it will be better. The stones are irregular but there will not be gaps. In terms of the vendor, it needs to be a professional who works with this type of stone and its historic nature. The stones are at least 100 years old. Mr. Reagan explained that his concern is going this route and ended up with something that is not functional. Mr. Barlow explained that the next step is to speak with contractors. He noted that they could engage someone to do a 50' sample. Ms. Bach noted that the sidewalk in front of the jail museum was re-laid by the men who were incarcerated over 50 years ago if anyone would like to see what it looks like after a period of time.

Mr. Jones asked about the estimates. Mr. Barlow responded that they were based on similar work that has been done. It is a range and the exact cost cannot be predicted.

Ms. Nuccio believes they should have some stone masons provide estimates and recommendations. Mr. Foley noted that he will reach out to Mr. Symonds at Earthworks Landscaping who has worked on historic sidewalks in other communities.

Mr. Molteni asked if a homeowner on the Green may pull up a sidewalk in front of their house. Mr. Jones explained that he asked this at one point and recalls that it would be a question for the town attorney. Ms. Coleman-Marzialo noted that the owner of the Tolland Inn had some stones adjusted – mainly on his walkway rather than the sidewalk. Ms. Lucek-Hughes noted that she shared a report regarding the financial responsibility for sidewalks by municipality. Tolland was listed as a municipality having the financial responsibility. When researched, information can be found regarding who is liable for injury or damage.

Ms. Bellody asked about the crosswalk to nowhere and if there is any possibility that it can be addressed. Mr. Jones recognized Ms. Vallo. Ms. Vallo commented that she was part of the planning meetings for the state project and anticipated that there would not be a crosswalk between the Red and White and the jail museum. She approached the DOT representatives, and an additional study was done. It was determined that due to driver frustration they would not be able to put in an additional crosswalk because an additional stop would be needed. Ms. Coleman-Marzialo noted that they could reach out to the DOT. An MOU was signed for the project with stipulations including work to be done on the stone wall in front of the post office. This has not yet been addressed.

3. Consideration of a resolution to transfer \$3,750 from the Town Contingency FY 2021/2022 account to the Wanat donations account, to fund the Wanat Senior Conservation Area through Phase III.

Mr. Bob Rubino, Head Steward of the Conservation Corps and lead for the Wanat project was in attendance.

Mr. Jones thanked Mr. Rubino for the thorough work. Mr. Rubino noted that they have a good group of volunteers, and this is one of the best examples of governmental agency working with private sector volunteers to stretch the taxpayers' dollars. Wanat is a special place.

*Ms. Nuccio motioned:*

***BE IT RESOLVED*** by the Tolland Town Council that it hereby approves the transfer of \$3,750 from the FY 2021/2022 Town Contingency account (18900072-744700) to the Wanat donations account, to fund the Wanat Senior Conservation Area through Phase III.

*Ms. Yudichak seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

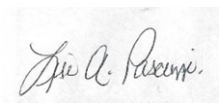
4. Adjournment

*Mr. Luba motioned to adjourn the meeting at 8:59PM*

*Ms. Nuccio seconded the motion.*

*Discussion: none*

*All were in favor. Motion passed unanimously.*

A handwritten signature in cursive script, appearing to read "Lisa A. Pascuzzi", written in dark ink on a light-colored, slightly textured background.

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Lisa Pascuzzi  
Town Council Clerk

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Town Council Chair